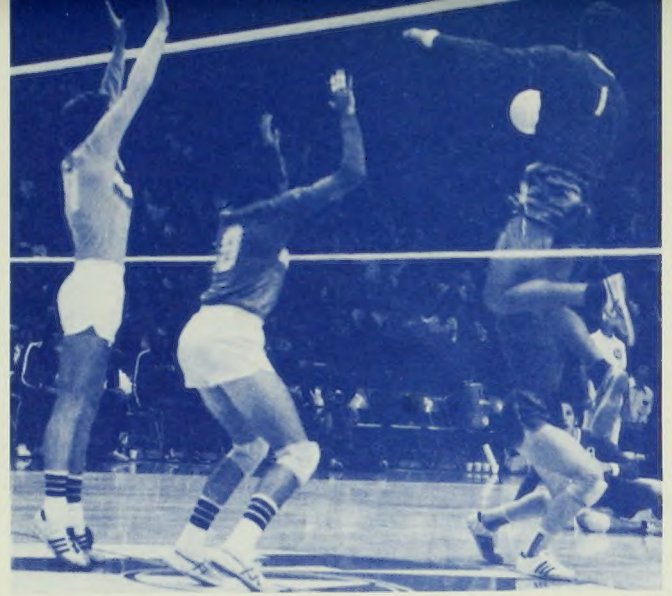

# 1982-83

# Student Handbook and Calendar

University
of
Maryland

College Park

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# Introduction:

"Variety is the spice of life"—and of the University of Maryland. The campus is a large and complex place filled with a variety of opportunities and people to meet. There is something here for everyone! The best way to make the most of your years here is to take advantage of the many options that the University offers. To help you get started, the Orientation Office has designed this handbook as an introduction to the University and its resources.

The first section is a calendar. Each month presents a topic that may be of interest to you as a new student. "Budgeting Your Time," "Choosing a Major" and "Getting Involved" are only a few of these.

Each month's calendar also includes a checklist of important (and not so important) things to do. In addition, the calendar provides space for you to fill in important dates, deadlines and assignments.

The second section, "Student Handbook" contains a great deal of important information. This section is divided into four parts:

**Student Services**—Helping you become aware of what is available on campus is the purpose of this part of the handbook. Everything from employment opportunities and escort service to tutoring and telephones can be found here.

**Entertainment and Enrichment**—This section exposes you to the many ways in which you can enrich your college experience. Fraternities and sororities, theater and clubs and organizations are only a few of the activities listed.

**How To**—Appeal a traffic ticket, know whether or not school is cancelled on a snowy day, drop or add a class . . . and much more.

**Instant Info**—This is the "yellow pages" of the handbook. Need a phone number? "Let your fingers do the walking" through this section.

We hope that you will take time to read through this handbook. After doing so, you can hang the calendar on your wall, while also using the handbook section as easy reference. To assist you we have included an index on the first page of the handbook section.

Good luck in your first year at Maryland!

Sarita L. Maybin, *Coordinator/Editor*

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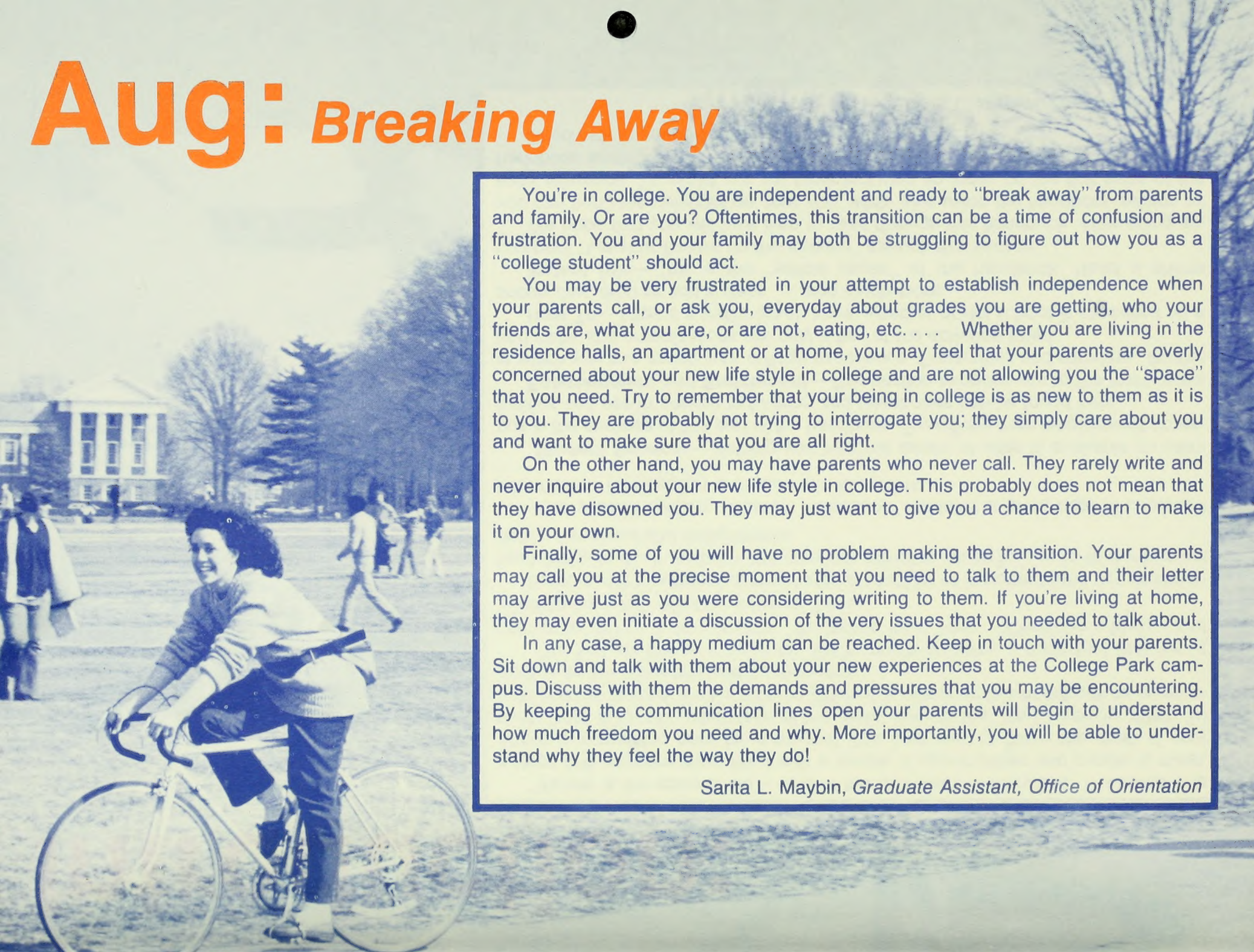
# Aug: *Breaking Away*



You're in college. You are independent and ready to "break away" from parents and family. Or are you? Oftentimes, this transition can be a time of confusion and frustration. You and your family may both be struggling to figure out how you as a "college student" should act.

You may be very frustrated in your attempt to establish independence when your parents call, or ask you, everyday about grades you are getting, who your friends are, what you are, or are not, eating, etc. . . . Whether you are living in the residence halls, an apartment or at home, you may feel that your parents are overly concerned about your new life style in college and are not allowing you the "space" that you need. Try to remember that your being in college is as new to them as it is to you. They are probably not trying to interrogate you; they simply care about you and want to make sure that you are all right.

On the other hand, you may have parents who never call. They rarely write and never inquire about your new life style in college. This probably does not mean that they have disowned you. They may just want to give you a chance to learn to make it on your own.

Finally, some of you will have no problem making the transition. Your parents may call you at the precise moment that you need to talk to them and their letter may arrive just as you were considering writing to them. If you're living at home, they may even initiate a discussion of the very issues that you needed to talk about.

In any case, a happy medium can be reached. Keep in touch with your parents. Sit down and talk with them about your new experiences at the College Park campus. Discuss with them the demands and pressures that you may be encountering. By keeping the communication lines open your parents will begin to understand how much freedom you need and why. More importantly, you will be able to understand why they feel the way they do!

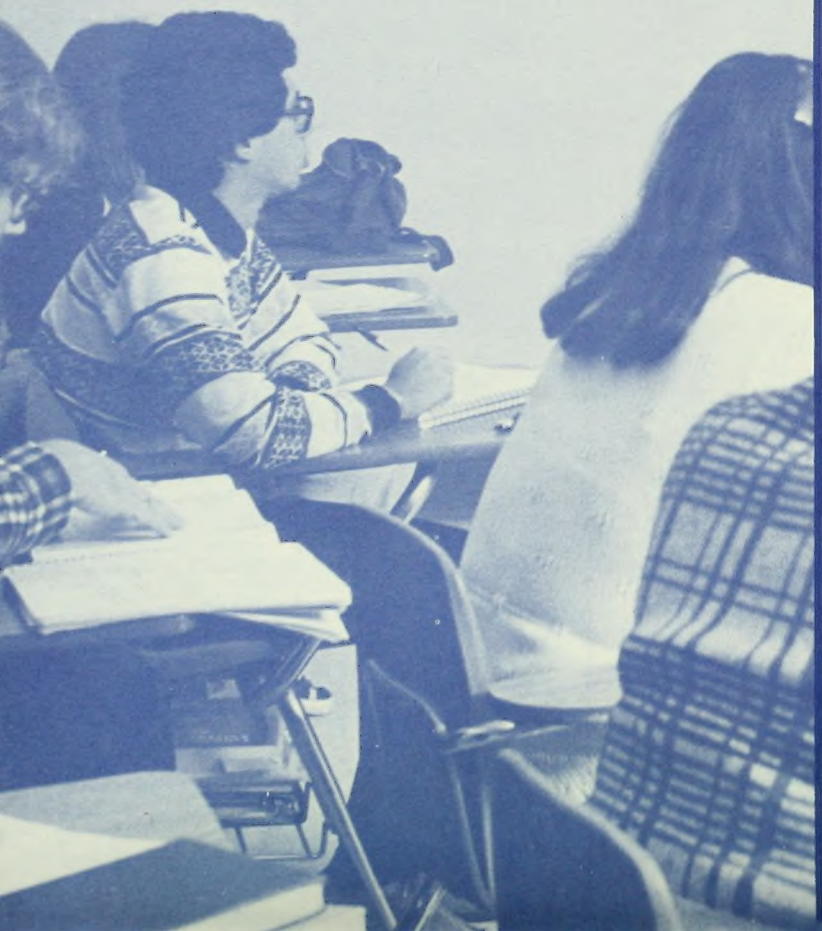
Sarita L. Maybin, *Graduate Assistant, Office of Orientation*

| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|---|---|---|---|---|---|
| 1<br>Undergrad International Student Applications due for Spring '83 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15<br>Health Insurance Policies Available | 16 | 17 | 18 | 19 | 20<br>On Campus Housing Assignments Mailed to Contracted Students | 21 |
| 22 | 23 | 24 | 25 | 26 | 27<br>Late Orientation Program<br>New Resident Orientation | 28<br>New Resident Orientation |
| 29<br>Night Shuttle Begins<br>Residence Halls Open | 30<br>Priority Parking Applications Available<br>Armory Registration<br>Mini-course Registration Begins | 31<br>Armory Registration | | | | |

## Checklist

- ☐ seen an academic advisor
- ☐ registered your car
- ☐ paid your bill
- ☐ bought your books
- ☐ saved all scheduling, billing, and book receipts
- ☐ gotten phone number from at least one person in each of your classes
- ☐ checked the second edition of the Schedule of Classes for any changes
- ☐ found out where your classes meet before you're supposed to show up
- ☐ opened a checking account
- ☐ found out when the first football game is and gotten tickets

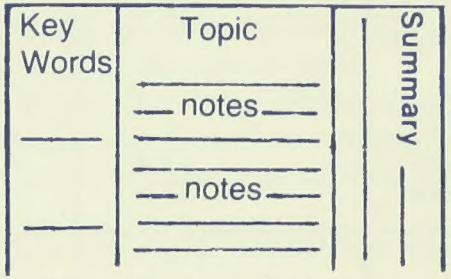
# Sept: *Making the Most of Lectures*



Many students appear to believe that the reason for going to lectures is to take notes that can be studied and learned later, prior to the examination. Though notes are an important aid to remembering what went on in lecture, the primary reason for going to class ought to be learning. That is, you go to class to learn and you take notes to remind you of what you have learned! Do you listen to your instructor? Do you think about it? When you do, write it down, in as brief a form as you can.

When you take lecture notes, leave rather wide margins on the left and the right sides of the page. The topic of the lecture should have been noted at the top of the page when you took the notes.

In the left-hand margin write the *keywords* from each line.




In the right-hand margin write one or two sentences that summarize the material on the page, relating it to the topic of the lecture.

Your notes are now set up so that you can test yourself to see whether you really *know* the material in your notes or note. Instead of just "reading over your notes, cover the notes so that only the key words show. Now, do you know what that key word means? Do you know all of the material in your notes that relate to that key word? If not, uncover the notes and study the material you need to know. In essence, you just took a test on your knowledge of the material and you received feedback that said you did not know it is well as *you* say you should know it.

When should you review your notes? Practically any time, though reviewing within 24 to 48 hours of taking them is probably best. Perhaps the most beneficial time to review your notes is just before the next session of that same class. Think about that. Just before the next session of a class, review the notes from the previous session. You now remember that there *was* a previous class! You relearn that material as a 'warm-up', to connect the sessions together. You also get to find out that there is material in your notes that you do not understand. What better place to be than in class where your instructor can clarify the material for you.

Dr. John Van Brunt, *Director, Reading & Study Skills Lab*

| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|---|---|---|---|---|---|
| **Checklist**<br>☐ made out a budget for your time as well as money<br>☐ listened to WMUC Radio station<br>☐ considered the advantages of a carpool<br>☐ considered the alternatives to walking alone across campus late at night<br>☐ taken care of your schedule adjustments<br>☐ read the Diamondback<br>☐ taken a tour of Hornbake library | | | 1<br>Day Shuttle Begins<br>Classes Begin | 2 | 3 | 4 |
| 5 | 6<br>Labor Day | 7 | 8<br>Activities Fair<br>Transpo '82<br>Rush Registration | 9<br>Rush Registration | 10<br>Rush Registration | 11<br>Rush Tour Groups<br>Away Football Game; Penn State |
| 12<br>Rush Tour Groups | 13 | 14 | 15<br>Last Day to Add/ Drop or Change Grading Option<br>Apply for December Graduation | 16 | 17 | 18<br>Away football game; West Virginia |
| 19<br>Rosh Hashana | 20 | 21 | 22 | 23<br>OMSE Open House | 24<br>OMSE Open House | 25<br>Home Football Game; NC State |
| 26 | 27<br>Yom Kippur | 28<br>Application for Orientation, Student Advisor Position Available | 29 | 30 | | |

**To report academic dishonesty dial 454-4746. Ask for the Campus Advocate.**

# Oct: Budgeting Your Time

"I never have enough time!" Ever had that problem? Many people do; salesmen, people in business, college professors, even college students. Sometimes it feels as though the harder we work, the further behind we fall.

Time management begins with the assumption that we *can* control time if we use a few fairly simple techniques. In the *ABC* Time Management System the first step is to find 5 or 10 minutes each day to plan. The next step in managing time is to make a list of all the things that we want to accomplish in a given amount of time (a semester, a week, or, perhaps best, a given day). After you list all the things you want, need or should do that day, prioritize the items on the list using *"a"* to designate the most important items, *"b"* to mark the next most important, and *"c"* to indicate things that need to be done but that really aren't that important to you. When you finish prioritizing you should have identified the two or three most important things you want to do that day.

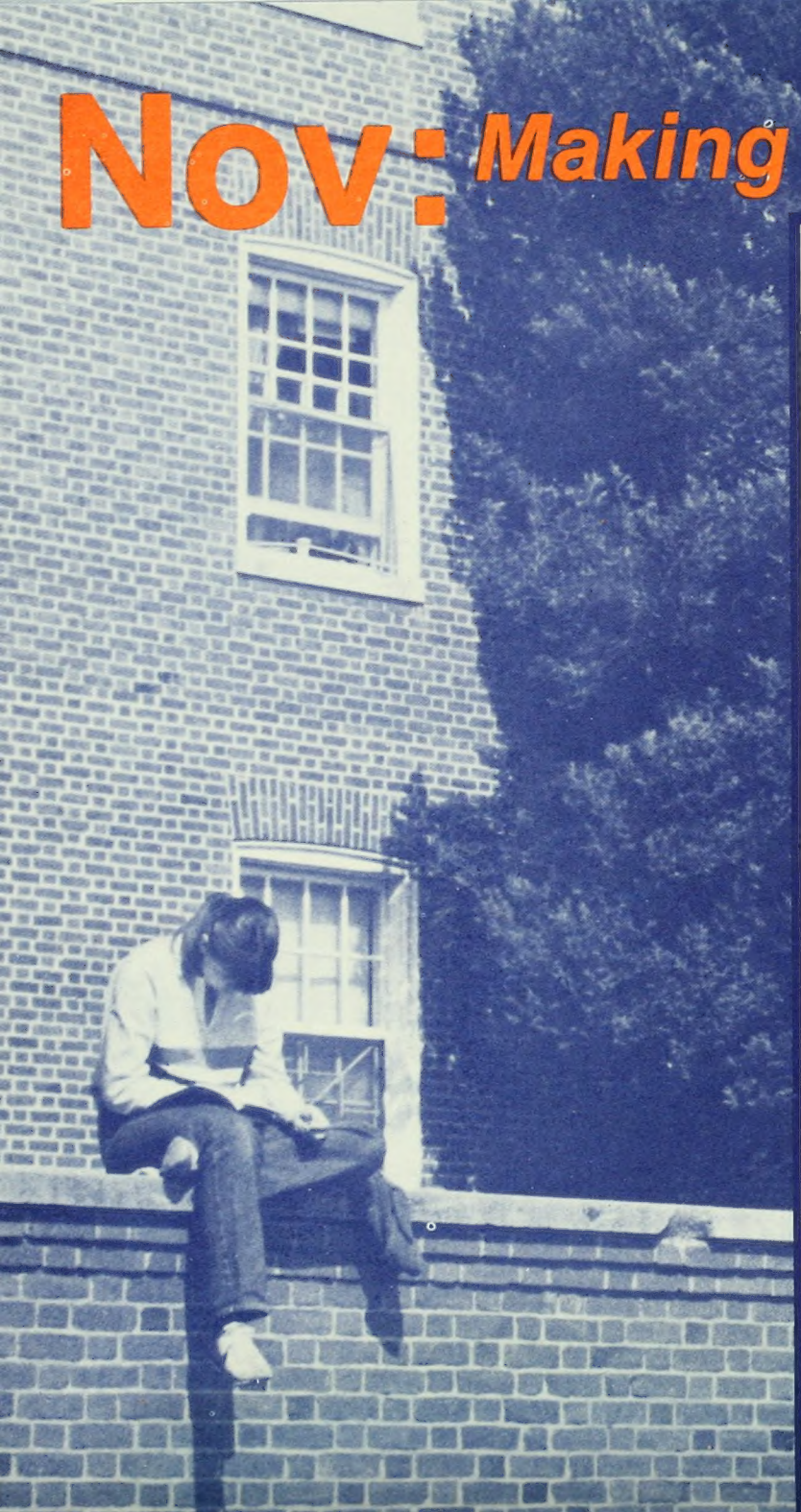
The next step is probably the hardest part of time management, get the items you have marked *"a"* completed! When you have available time start working on those items you have marked *"a"*. Suppose you only have fifteen minutes? It is better for you to complete a little bit of one of the top priorities than it is to complete two or three unimportant tasks. Some people call this technique "Work smarter, not harder". It is not the quantity of work you do, it is whether you complete the most important things you have to do.

A second time management technique is to schedule your time, allotting time for class, study, work, recreation, etc. Using this technique you first write in committed time such as classes. Then planfully decide on when is the best time for you to schedule other activities. You may decide that you can study two hours each weekday from 3-5, and on Sunday through Wednesday evenings from 7-10. At any given time all you need to do is check your schedule to see if you have committed that time or if it is free time.

Dr. John Van Brunt, *Director, Reading & Study Skills Lab*

| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|---|---|---|---|---|---|
| **Checklist**<br>☐ seen an advisor<br>☐ gotten the new Schedule of Classes<br>☐ attended a preregistration workshop<br>☐ picked up and returned preregistration material<br>☐ gotten help in a course you're having trouble in<br>☐ dropped any courses you need to<br>☐ gone to a football game | | | | | 1<br>MD Leadership Conference | 2<br>MD Leadership Conference<br>Away Football Game; Syracuse |
| 3<br>MD Leadership Conference | 4<br>Mini-course Schedule Begins | 5 | 6 | 7 | 8 | 9<br>Simchat Torah Celebration<br>Home Football Game; Indiana State (Youth Day) |
| 10 | 11<br>Who's Who Application Available | 12 | 13 | 14 | 15<br>Orientation Advisor Application Due | 16<br>Home Football Game; Wake Forest (Band Day) |
| 17<br>Terrapin Trot | 18 | 19 | 20<br>Homecoming | 21<br>Homecoming | 22<br>Homecoming | 23<br>Home Football Game; Duke (Homecoming) |
| 24<br>31 | 25 | 26 | 27 | 28 | 29<br>Who's Who Application Deadline | 30<br>Deadline for Health Insurance Policies<br>Away Football Game; Univ. of N. Carolina |

# Nov: Making the Most of Your Reading



For most students in most courses, *reading once is not enough!* Reading research seems to point out at least two points that are essential to long term comprehension of written materials that are unfamiliar to the reader: (1) the reader must read *most* of the words in order to understand and comprehend, and (2) the reader must *do something* with the ideas or concepts that he has read if he expects to retain it for long periods of time.

**SURVEY**—Before you begin reading, look the chapter over by reading the chapter title and introduction chapter. Read all of the headings, the graphs and the tables. Look at the pictures and read some of the captions under them. Look at the words that are underlined or in italics. Read the summary or concluding paragraphs. Your survey should have made you familiar with all of the major points or ideas that are contained in the chapter.

**QUESTION**—Now go back to the beginning of the chapter to start systematic reading. As you read each heading or subheading, turn the heading into a question. Since each heading suggests the main or central idea for the succeeding paragraphs, your question should help you focus your attention on the most important idea of that section.

**READ**—Now read to have your question(s) answered. As you read, you should be able to sift through all of the words to find the material that will answer your question(s). You should be able to determine the main idea of the section and, at the same time, recognize "important" details, examples or supports for the main idea. Underlining and/or notetaking should take place after you have read the section—after you have identified the main or central ideas.

**RECITE**—Can you summarize or condense the important ideas of the selections? After completing your reading, can you answer the question you raised earlier?

Why wait for weeks or even days for your instructor to evaluate your learning? Why not get immediate feedback as to how well you have learned the material? The recite stage can help you get feedback on how well you think you have mastered your reading material.

**REVIEW**—When you have completed your assignment, review the ideas you have just learned. Can you summarize the main ideas that were covered in your assignment? If you look back over the headings in the selection, can you remember the material that was presented? If there are points that you have forgotten, you should need only a few minutes to locate them in the text and review them.

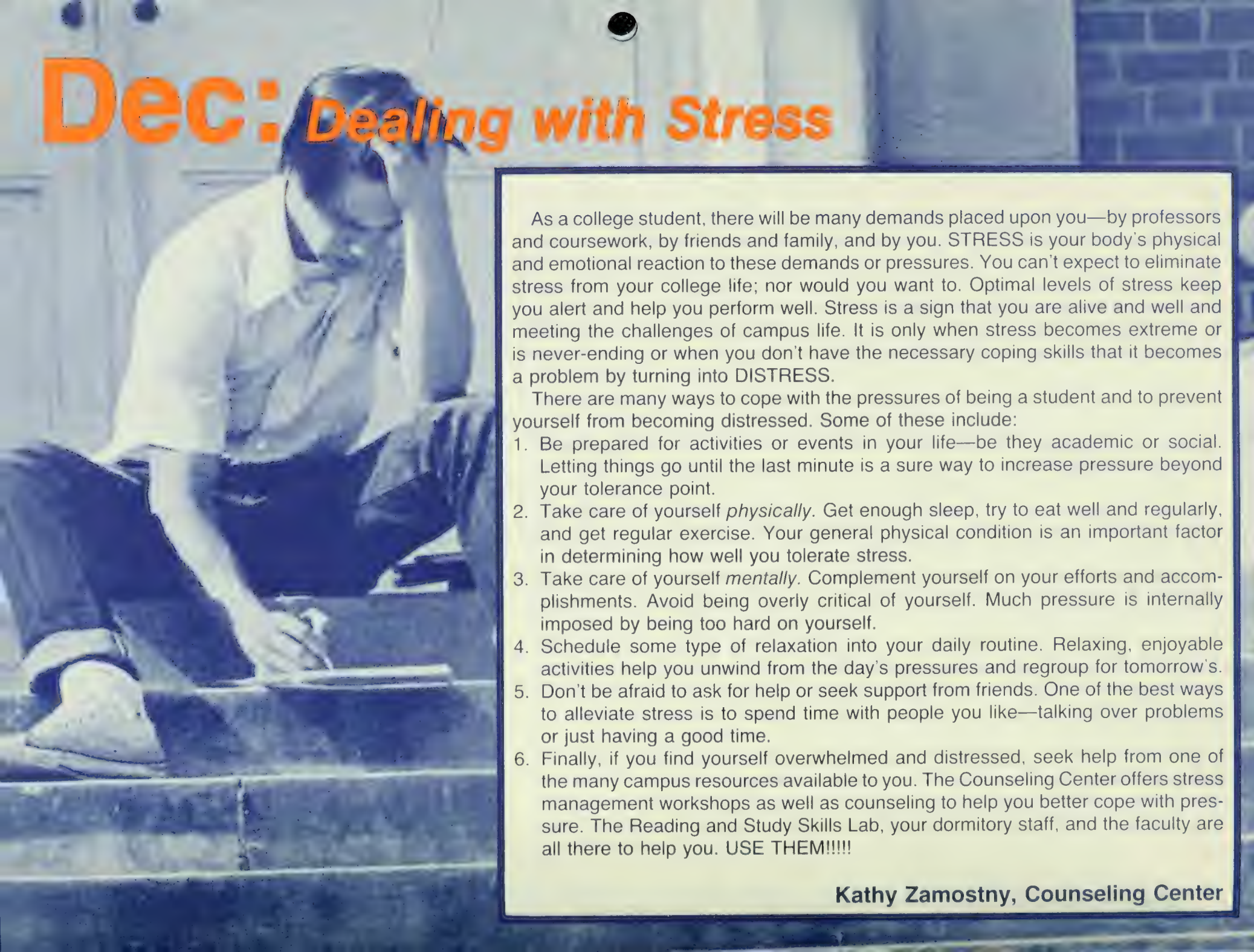
Dr. John Van Brunt, *Director, Reading & Study Skills Lab*

| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6<br>Home Football Game. Miami (Florida) |
| 7 | 8 | 9<br>Last Day to Withdraw from a Class | 10 | 11 | 12 | 13<br>Home Football Game Clemson |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23<br>Residence Halls Close 7:00 p.m. | 24<br>Thanksgiving Recess | 25<br>Thanksgiving Recess | 26<br>Thanksgiving Recess | 27 |
| 28<br>Open 10:00 a.m. | 29 | 30<br>Away Football Game; WVA | | | | |

**Checklist**

- ☐ investigated internship programs through your department or the Office of Experiential Learning
- ☐ been to the Reading and Study Skills Lab for ideas on efficient studying
- ☐ **visited your professor during their office hours.**
- ☐ been to the Health Center for a cold pack
- ☐ investigated student clubs and organizations
- ☐ **tried a meal in What's Your Beef Restaurant**

# Dec: Dealing with Stress



As a college student, there will be many demands placed upon you—by professors and coursework, by friends and family, and by you. STRESS is your body's physical and emotional reaction to these demands or pressures. You can't expect to eliminate stress from your college life; nor would you want to. Optimal levels of stress keep you alert and help you perform well. Stress is a sign that you are alive and well and meeting the challenges of campus life. It is only when stress becomes extreme or is never-ending or when you don't have the necessary coping skills that it becomes a problem by turning into DISTRESS.

There are many ways to cope with the pressures of being a student and to prevent yourself from becoming distressed. Some of these include:

1. Be prepared for activities or events in your life—be they academic or social. Letting things go until the last minute is a sure way to increase pressure beyond your tolerance point.
2. Take care of yourself *physically*. Get enough sleep, try to eat well and regularly, and get regular exercise. Your general physical condition is an important factor in determining how well you tolerate stress.
3. Take care of yourself *mentally*. Complement yourself on your efforts and accomplishments. Avoid being overly critical of yourself. Much pressure is internally imposed by being too hard on yourself.
4. Schedule some type of relaxation into your daily routine. Relaxing, enjoyable activities help you unwind from the day's pressures and regroup for tomorrow's.
5. Don't be afraid to ask for help or seek support from friends. One of the best ways to alleviate stress is to spend time with people you like—talking over problems or just having a good time.
6. Finally, if you find yourself overwhelmed and distressed, seek help from one of the many campus resources available to you. The Counseling Center offers stress management workshops as well as counseling to help you better cope with pressure. The Reading and Study Skills Lab, your dormitory staff, and the faculty are all there to help you. USE THEM!!!!!

**Kathy Zamostny, Counseling Center**

| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|---|---|---|---|---|---|
| Checklist<br>☐ read the *Diamondback*<br>☐ paid your parking tickets promptly<br>☐ visited the libraries<br>☐ checked out an exam to study by from the S.T.A.R. Center<br>☐ browsed around the University Book Center or Book Exchange for Christmas or Hannakuh presents | | | 1 | 2<br>Madrigal Dinner | 3<br>Madrigal Dinner | 4 |
| 5 | 6 | 7 | 8<br>Holiday Craft Fair | 9<br>Holiday Craft Fair | 10<br>Holiday Craft Fair | 11<br>Hanukkah |
| 12 | 13<br>Financial Aid Applications Available for 1983--84 | 14 | 15<br>Classes End | 16<br>Finals Week Begins | 17 | 18 |
| 19 | 20 | 21 | 22<br>Residence Halls Close 7:00 p.m.<br>Commencement | 23 | 24 | 25<br>Christmas |
| 26 | 27 | 28 | 29 | 30 | 31 | |

# Jan: Starting the Perfect Semester

This is a time of contradictions. New Year's resolutions may already be broken, but goals for the new semester are just being defined. Perhaps this is going to be the semester you ace all your courses, develop a meaningful relationship, and identify career goals. Spring semester is also when you have the same living arrangements, the same "to-do" list. So it isn't surprising to feel both the excitement of starting over and the tiredness of the "same old thing."

The problem is that these contradictions raise anxiety. We end up neither resolving the old nor moving ahead with the new. One of the most common causes is by the irrational beliefs we hold about goals. Below are three irrational beliefs that can send anxiety levels zooming.

1. IF I DON'T SET HIGH GOALS, I'M CHEATING. How many times have you heard someone say "This semester I'm going to study four hours every day and all day Sunday." Or "I'm not going to argue with my roommate for the rest of the year." There's nothing wrong with challenging yourself to do better, but a reasonable goal doesn't demand perfection. If you get anxious when you think about your goals, maybe you're asking yourself to be perfect.

2. IF MY GOAL ISN'T BIG, I'M BABYING MYSELF. It may be more uplifting to say "I'm going to be a better human being," but it is more helpful to be specific and concrete: "This semester I'll try to be more assertive with my roommate about partying in the room late at night." After all, why should you expect yourself to achieve your life goals in one semester?

3. IF I DON'T MEET MY GOAL EXACTLY, I'VE FAILED. You've promised yourself to stick with your diet. But then there's this party with a pizza that's just oozing cheese—and you can't resist. Or you get a B on the paper you were sure would get you an A. It is natural to feel disappointed, but if secretly the feeling is dark despair, you've probably found a way to convince yourself that you are a complete failure and unworthy of regard because of your lapse.

What these beliefs have in common is the expectation that we be perfect. Look at how you feel about your hopes for the new semester. If you are more anxious and overwhelmed than hopeful you may have a problem. Ask yourself what will happen if you don't accomplish everything. Then ask yourself if it is true. For example, is it true that going off your diet means you are a failure? Is it true that your parents will literally kill you if you don't have a 4.0? These questions will help lessen the anxiety. Then it is easier to handle the disappointments, set more reasonable goals, and move on.

Anna Beth Payne, Counseling Center Intern

| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|---|---|---|---|---|---|
| Checklist<br>☐ seen an academic advisor<br>☐ paid your bill<br>☐ bought your books<br>☐ saved all receipts<br>☐ checked the second edition of the Schedule for any changes<br>☐ investigated Greek Life<br>☐ gone to a women's basketball game<br>☐ adjusted your schedule | | | | To report academic dishonesty dial 454-4746. Ask for the Campus Advocate. | | 1<br>Health Insurance Policies Available |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13<br>Martin Luther King Day | 14 | 15 |
| 16 | 17 | 18 | 19<br>Night Shuttle Begins<br>Residence Halls Open | 20<br>Armory Registration | 21<br>Armory Registration | 22 |
| 23 | 24 Classes Begin<br>Day Shuttle Begins | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

# Feb: Getting Involved

Most new students come to the University seeking ways of getting involved. You may know that involvement in out-of-class activities is an excellent way to make new friends, expand your interests and learn more about yourself and others. Yet as a new member of the campus community—with classes, friends and maybe a part-time job—how can you find out more about getting involved?

A good place to start is the Office of Campus Activities. Located in the Student Union, Campus Activities serves as a major resource for student groups. A *Directory of Registered Student Groups,* listing over 200 different groups and their contact persons, is available for the asking. We can also help you to start your own group and keep it going.

The office also publishes two free activities calendars—*The Wallhanger* and *All That Jazz*—which list cultural, social and athletic events on campus. Stop by anytime and pick one up.

Whether you're interested in contacting the Ski Club, finding out about concerts and plays, or starting your own student group, don't let a lack of know-how keep you from getting started. Stop by the Office of Campus Activities. We'll be glad to help!

Diana R. Jackson, Assistant Director,
Office of Campus Activities

| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|---|---|---|---|---|---|
| | | 1<br>Graduate International Student Applications Due For Fall '83 | 2 | 3 | 4<br>Last Day to Add/ Drop or Change Grading Option | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15<br>Deadline for Health Insurance Waiver<br>Financial Aid Application Deadline | 16 | 17 | 18 | 19 |
| 20 | 21<br>Byrd Elkins Award Application Available | 22<br>Washington's Birthday | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |

**Checklist**

- ☐ visited the Craft Center
- ☐ tried a movie at Hoff Theater
- ☐ challenged your roommate in billiards
- ☐ called TEL-UM for some information
- ☐ stayed on top of your studies
- ☐ filled out Financial Aid forms for next year

# Mar: Choosing a Major

If you are Undecided about your major, others are probably telling you to hurry up and decide because all sorts of bad things will happen to you if you don't. Well, it happens that the evidence says it isn't so.

A study of freshmen entering the university in the Fall 1974 semester found that students who were Undecided about their major were not very different from students who were Decided in terms of SAT scores, GPA, and drop out rate.

So you see, there is nothing wrong with you if you are Undecided about your major.

Like many students, you may be finding that choosing a major is a difficult process. At College Park there are so many departments to look into that finally choosing one major that suits your needs and interests will probably take a lot of time. Unfortunately, some students take more time than is really necessary to make their choice, mostly because they wait for "inspiration" to strike or for something to "interest" them. You can make your decision in a shorter time and can feel more comfortable with your choice if you'll follow some of the advice offered here.

Choosing a major involves learning about yourself. Think about the kinds of things that interest you in school and out of school. Do you enjoy working with your hands, with numbers, with ideas, with people? What do you value in life? Is it important to you to earn a lot of money? Do you value creativity, close personal relationships, job security, working independently? Consider your abilities—what do you do well? What subjects have you excelled in? Do you have mechanical, writing, analytical, physical skills?

All of these—interests, values, needs and abilities—give you valuable information about yourself when you're trying to choose a major. The point is: Consider what you do well, which means that it's probably something you feel comfortable doing—then look to see if you can tie that interest and ability to some major being offered here.

Text contributed by: Dr. Janet Lynn Cornfeld, *Counseling Center* and
Dr. Joseph Metz, *Assistant Dean, Undergraduate Studies*

| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|---|---|---|---|---|---|
| | | 1<br>Undergrad International Student Applications Due for Fall '83 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9<br>Byrd Elkins Award Application Deadline | 10 | 11<br>Residence Halls Close 7:00 p.m.<br>Spring Break Begins | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20<br>Residence Halls Open 10:00 a.m.<br>Spring Break ends | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29<br>Passover | 30 | 31<br>University Sing | | |

Checklist

- ☐ been to a resume writing workshop
- ☐ signed up for the minority job fair
- ☐ signed up for a course at Free University
- ☐ browsed through the career library
- ☐ signed up for summer job interviews
- ☐ picked up and returned preregistration materials
- ☐ dropped any necessary classes
- ☐ signed up for summer school housing

# Apr: It's Not Only What You Know, But What You Do

Go to college, study a little . . . or a lot, have some fun, get a job . . . is a typical way to view a college education. If only it were that simple! Some of the best and the brightest college students can merrily waltz through their college years and then either through their own doings—or because they know someone—wind up with a great job after graduation. Most of us, however, do well to give some thought and planning to our college years with the goal being an education that is satisfying, enjoyable and marketable.

Often, there is a tendency to make college major and career decisions based on "Where the jobs appear to be." Pressure from parents, friends and from news articles lead us to think that is the way to do it. Nothing could be further from the truth. Answering hard questions such as "What to major in" and "What careers are best for me" requires serious thinking . . . and some work on your part.

Identifying, examining, exploring your interests (what you like) . . . your skills (what you do well) . . . and your values (what you care about) is the first step to making sound decisions. Talking with counselors in the Career Development Center, Counseling Center or the Undergraduate Advising Center can be a good start. Reading about careers, talking to faculty about majors and careers and actually experiencing a career through part-time or summer jobs . . . or through an internship with the Office of Experiential Learning Programs are also major task in career planning. It's important to make contact with these offices early in your college years—don't wait until it's too late or get so involved in other aspects of college that you're one of the many who graduate and say, "I never knew about that opportunity."

On a campus the size of College Park, it's easy to lose yourself in the crowd. It takes awareness and assertiveness to meet your professors and your T.A.'s. Get to know them. It's a big part of a successful college education. Teachers and staff at UMCP can help you make better decisions, contact the best people, write important letters of recommendation, help make job contacts, assist in special class projects that can result in marketable experience or just a lot of fun, advise you in putting together college courses and opportunities . . . just to name a few benefits.

Dr. Thomas Bachhuber, *Director, Career Development Center*

| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|---|---|---|---|---|---|
| | | | | | 1<br>Last Day to Withdraw From a Class<br>Good Friday | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

Checklist
- ☐ gotten involved in intramurals
- ☐ visited the North Gym
- ☐ gotten an ice cream cone from the Dairy
- ☐ recontracted for housing
- ☐ visited Tawes or the art gallery

To report academic dishonesty dial 454-4746. Ask for the Campus Advocate.

# May: Facing Changing Values

The next four years of college will be some of the most stimulating and challenging of your life. You will be exposed to new ideas, different people, alternative life styles and opposing belief systems—all of which can be very exciting. But it can also be somewhat scary.

For along with these new experiences comes a questioning of yourself, your values, and beliefs about the world. There will be times when you feel confused and anxious about this new information—times when you question who you are and what you believe.

In the face of this confusion, keep in mind that you do have choices. Sometimes your confusion and questioning will lead you to modify your existing beliefs and values while other times you will become more committed to them. Also remember that being in a state of confusion and questioning about yourself and your values is okay. After all, questioning is the first stage of learning; it is the first step to becoming a better person.

Finally, if you find it difficult to sort through this new information and where you stand, don't be afraid to ask for help. Many of the people around you are going through or have gone through similar experiences. Talking to friends, professors, residence hall staff, counseling center staff, or others in the campus community can give you a sense of perspective, make you feel better, and help you realize that you're not alone.

Dr. Kathy Zamostny, *Counseling Center*

| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13<br>Classes End | 14<br>Finals Week |
| 15 | 16 | 17 | 18 | 19 | 20 | 21<br>Close 7:00 p.m. |
| 22 | 23<br>Commencement | 24 | 25 | 26 | 27 | 28 |
| 29 | 30<br>Residence Halls Reopen for Summer School<br>Memorial Day | 31<br>Summer School Registration | | | | |

**Checklist**

- ☐ studied for finals
- ☐ made your room ready for dorm check-out
- ☐ celebrated the fact that you made it through the year
- ☐ prepared yourself to have a great relaxing summer
- ☐ pre-registered for summer school

# June

| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|---|---|---|---|---|---|
| | | | 1<br>Summer Session I Begins | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15<br>GS Loan Due at Bank | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

# July

| Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 Independence Day | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 Summer Session II Begins | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

# Student Handbook

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**Student Code of Conduct**
**University Policy**


**To report academic dishonesty dial 454-4746. Ask for the Campus Advocate.**

# Glossary:

## A

**AFROTC**
Air Force Reserve Officer Training Corps

**A&H**
The Arts and Humanities Division of the University

**All-nighter**
Extreme illustration of cramming by staying up all night

**ALSC**
The Division of Agriculture and Life Sciences

## B

**BPA**
Business and Public Administration

**BSOS**
The Division of Behavioral and Social Sciences

**BSU**
Black Student Union

## C

**Complexes**
High rise dorms by University Blvd.

**Cram**
To put maximum effort into studying (usually last minute)

**"cume" (rhymes with room)**
Cumulative grade point average

**Cut**
To skip class

## H

**HAC**
Hill Area Council

**the hill**
The area in the center of the campus including those residence halls

**hourly**
An examination

## I

**IFC**
The Intrafraternity Council which coordinates men's social fraternity activity

## J

**jud board**
One of several groups of students involved in the judicial process of the University

## R

**R.A.**
Resident assistant in a dormitory

**R.D.**
Resident director of a dormitory

**R.H.A.**
The residence halls association

**the row**
The fourteen Greek houses in a horseshoe shape facing Route 1

**rush**
A period of time (usually at the beginning of each semester) when fraternities and sororities recruit new members

## S

**S.E.E.**
Student Entertainment Enterprises

**SGA**
The Student Government Association

**stacks**
Cubicles and shelves of books in the library

**SU**
The Student Union Building

## D

**Dairy**
Ice cream place run by the University on Route 1

**DBK**
The *Diamondback*, a daily campus newspaper

**DHCR**
Division of Human and Community Resources

**dormer**
One who lives in a dormitory

**dessert**
Mixer held by fraternities and sororities

**drop/add**
To make adjustment in your class schedule

## F

**frat**
A fraternity

**frosh**
A freshman

## G

**G.A.**
A graduate assistant

**Glass Onion**
Friday night entertainment spot sponsored by Student Union Programming Office

**G.P.A.**
Grade point average

**graham cracker**
A block of Greek houses between College Ave. and Knox Rd.

**Greek**
A member of a social fraternity or sorority

**GUR**
General University Requirements

## M

**Macke room**
Areas in buildings where vending machines have been installed

**The Mall**
The area between the library and the Administration Buildings that is a gathering place for students on a nice day

**mixer**
A gathering of students usually sponsored by an organization and centered around some beer

**MPSE**
Division of Math, Physical Sciences and Engineering

## N

**NGR**
No grade reported

**Nyumburu**
Freedom house (Swahili), the Black cultural center

## P

**PACE**
People Active in Community Effort—a student organization that coordinates community involvement

PHC
Pan Hellenic Council; governing body for predominantly Black fraternities and sororities

**pledge**
(n) A person in the process of receiving training before becoming installed as an active member in a fraternity or sorority
(v) to join a fraternity or sorority

**Pub**
A drinking place on campus usually featuring live bands and dancing

## T

**T.A.**
Teaching assistant; a grad student with teaching responsibilities

**Terabac**
Restaurant in the Cambridge complex featuring entertainment

**Terps**
The nickname of the athletic teams

**Testudo**
The school mascot whose statue is in front of the McKeldin library

## U

**UCA**
University Commuters Association

**UGL**
Undergraduate library or Hornbake Library

**UMAB**
University of Maryland Baltimore

**UMBC**
University of Maryland Baltimore County

**UMCP**
University of Maryland College Park

**UMES**
University of Maryland Eastern Shore

**USP**
University Studies Program

# Tel-UM Info:

### What is TEL-UM INFO?

TEL-UM INFO is an audio-tape library of free information prepared to assist all new students with the answers to the most commonly asked questions. This tape library is not meant to replace personal contacts with University personnel, but is designed to provide you with easily accessible information and referral to the appropriate person or office for follow-up.

### What are the tapes about?

Tapes provide information on such subjects as registering for classes, orientation programs, on- and off-campus housing, and campus activities. For a complete listing of all subjects for taped listening, read through this brochure.

### What is the calling procedure?

Select the tape number you wish to hear by reviewing the listings in the booklet. Then simply dial one of the TEL-UM INFO numbers. State the tape number you've selected . . . Nothing more needs to be said. If you wish to hear another tape, hang up and dial again.

### How often can I use TEL-UM INFO?

Call as many times as you wish. Select as many tapes as you want.

### What are the hours of operation?

TEL-UM INFO is available seven days a week, excluding holidays, according to the following schedule:

| | | |
|---|---|---|
| MONDAY–FRIDAY | 7:30 am | –12:00 midnight |
| SATURDAY | 8:00 am | –12:00 midnight |
| SUNDAY | 12:00 noon | –12:00 midnight |

### REGISTRATIONS

27. Preregistration
28. Registration during Orientation
29. Armory Registration
30. Changes in Registration (Drop/Add, Cancellation)
79. Student ID Cards
99. Transcript Requests

### ACADEMIC SKILLS AND ISSUES

31. Academic Advising
32. Grading and Retention
80. Alternative Grading Options
107. Receiving a Grade of "Incomplete"
84. Academic Probation and Dismissal
83. Withdrawing from/returning to the University
33. Choosing a Major
34. Changing a Major, College, Division
35. Credit by Examination
81. Honors Program
3. Transfer of Academic Credit
36. Taking Notes
37. Speed Reading
38. When, Where and What to Study
39. Test Anxiety
40. Tutoring Services
41. Reading and Study Skills Laboratory
82. Academic Dishonesty (Cheating, Plagerism)
42. Special Requirements, College of Business and Management
43. Special Requirements, School of Architecture
109. Internships and Volunteer Service
121. Cooperative Education (Co-op)
44. On-Campus Opportunities in the Arts
46. Studying Abroad
47. Pre-Professional Programs and Advising
48. Library Facilities
99. Transcript Requests
112. Graduate Entrance Examinations
122. ROTC

### INTERPERSONAL

300. When Should I Seek Outside Help for Personal Problems?
301. Re-examing My Values
302. Coping With Shyness
303. Anxiety and Possible Ways to Cope With It
304. How to Deal With Loneliness
305. How to Handle Fears
306. Coping with Stress
307. The Female Sex Role–Changes and Stresses
308. Male Sex Role–Changes and Stresses
309. Death and Dying
310. Understanding Grief
311. Helping a Friend
312. Early Signs of an Alcohol Problem
313. Responsible Decisions About Drinking
314. How to Deal With Depression
315. Becoming Independent From Parents
316. Suicidal Crisis

### SECURITY

71. Protecting Yourself and Your Property
100. Personal Property Insurance

### HEALTH

101, 312, 313. Alcohol
102. Drugs
103. Pregnancy Evaluation
111. Men's Clinic
104. Women's Health Insurance
105. Student Health Insurance
64. Health Center
61. Community Health Resources

### STUDENT RIGHTS AND RESPONSIBILITIES

106. Student Rights and Responsibilities
82. Academic Dishonesty (Cheating, Plagiarism)
97. Judicial Programs Office
108. Legal Aid Office
120. Parking Ticket Appeals Process

## How do I call TEL-UM INFO?

TEL-UM INFO telephone numbers are based on where you live.

*In the local Washington, D.C. calling area: call 454-INFO (4636)

*Within the state of Maryland (but outside the Washington calling area): call 800-492-0703 (TOLL FREE)

*Outside the state of Maryland call 301-454-INFO (4636)

### ADMISSIONS

1. Application process (Undergraduate students)
400. Application process (Graduate students)
2. Application for Summer Session
3. Transfer of Academic Credit
151. Transfer From Maryland Community Colleges

### ORIENTATION/INTRODUCTORY PROGRAM FOR NEW STUDENTS

4. Maryland Preview–Orientation Services for Freshmen, Transfers, and Parents of New Students
5. Maryland Preview–Orientation Application Procedures
6. Maryland Preview–Changing your Date
7. Advisement and Registration Procedures for Students Who Cannot Attend Maryland Preview Programs
8. Tours of Campus
9. Campus Activities/Events Available to New Students Prior to Enrollment
10. Campus Size–A help or a Hindrance?

### FINANCES

11. Student Fees (Undergraduate Students)
401. Student Fees (Graduate Students)
12. Student Fee Refunds
13. Financial Aid (Undergraduate Students)
402. Financial Aid (Graduate Students)
14. Establishing In State Residency for Fee Purposes
15. Banking

### HOUSING

16. On-Campus Housing–Resident Life Services and Programs
17. On-Campus Housing– Maryland Residents
18. On-Campus Housing–Non-Maryland Residents
19. On-Campus Housing–Overflow
20. Off-Campus Housing–Fraternity and Sorority Boarding
403. Graduate Student Housing
21. Off-Campus Housing Service
22. Off-Campus Housing–Signing a Lease
23. Temporary Housing

### FOOD ON CAMPUS

24. Eating on Campus
25. Board Plan Options
26. Special Board Options (Kosher, Vegetarian)

### ACTIVITIES/INVOLVEMENT OPPORTUNITIES

49. Getting Involved on Campus
110. Swim Facilities
50. Intramural Sports
51. On-Campus Leisure Opportunities
52. Fraternities and Sororities
53. Opportunities in the Arts
54. Intercollegiate Sports
85. Craft Shop (Student Union)
86. Recreation Center (Student Union)
87. Space Reservations (On-Campus)
88. Ticketron Service
96. Camping Equipment
55. Joining a Student Group
113. Resource Center for Student Organizations
89. Leadership Development Planning Team
90. Leadership Development Course
91. Leadership Workshop (Advance)
98. Student Government
95. Alumni Association
114. Parent Association

### CAREER RELATED ISSUES

45. Career Development Issues
92. Resume Preparation
93. Preparation for Employment Interviews
94. Establishing a Placement File (Credentials)

### STUDENT SERVICES

1. Admissions (Applicable Process)
15. Banks
56. Bookstores
57. Campus Activities
58. Career Development Services
116. Chapel Facilities
59. Child-Care Alternatives
60. Commuter Affairs
62. Counseling Center
63. Disabled Student Services
109, 121. Experimental Learning Office
118. Foreign Student Services
64. Health Center
65. HELP Center (Student Crisis Intervention Center
117. Intensive Educational Development Office
118. International Education Office
115. Job Referral Service
97. Judicial Programs Office
66. Minority Support System
21. Off-Campus Housing
4. Orientation
41. Reading and Study Skills Laboratory
67. Religious Services
16. Resident Life
68. Returning Students
13. Student Aid Office
69. Student Union
70. Veterans
119. Womens Programs and Services

### TRANSPORTATION

72. Transportation Alternatives
73. Public Transportation
74. Car-pooling
75. Registering Your Car
120. Parking Tickets and Appeals Process
76. Bicycles, Mopeds & Motorcycles
77. Parking
78. Shuttle-UM

## COURSES

By Dialing TEL-UM INFO number, you can hear a faculty member discuss the content, structure, evaluation methods and texts for each of the following courses:

| | | | |
|---|---|---|---|
| 201. | AASP | 100 | Introduction to Afro-American Studies |
| 202. | ASTR | 100 | Introduction to Astronomy |
| 203. | BOTN | 100 | General Botany for Non-Science Majors |
| 204. | BOTN | 100 | General Botany |
| 205. | CHEM | 101 | Introduction to College Chemistry |
| 206. | CHEM | 103 | College Chemistry I |
| 207. | DART | 110 | Introduction to the Theater |
| 208. | EDCP | 108 | College Aims (Reading and Study Skills, Career Planning, Survival Techniques, Returing Women) |
| 209. | ENGL | 101, 104 101X | Freshman English |
| 210. | ENTM | 100 | Insects |
| 211. | GVPT | 170 | American Government |
| 212. | HIST | 156 | History of the United States to 1865 |
| 225. | HIST | 157 | History of the United States from 1865 |
| 214. | JOUR | 200 | Introduction to Mass Communication |
| 215. | LEFN | 100 | Introduction to Law Enforcement |
| 225. | MATH | 001 | Review of High School Algebra |
| 216. | MATH | 110 | Introduction to Mathematics I |
| 217. | MATH | 115 | Pre-Calculus I |
| 218. | MATH | 140 | Calculus I |
| 219. | Music Courses for Non-Music Majors | | |
| 220. | PSYC | 100 | Introduction to Psychology |
| 221. | Physical Education Courses | | |
| 222. | SPCH | 100 | Introduction to Speech |
| 223. | SOCY | 100 | Introduction to Sociology |
| 224. | ZOOL | 101 | General Zoology |

# Student Services

## Academic Advising/UAC

Need some academic advice? Then go see your academic advisor. Everybody has one – you just may not know who it is yet. If you've decided on a major, look in the Schedule of Classes or check your department for the person to contact.

If you haven't decided on a major yet, don't worry! Undecided students are assigned an advisor at the Undergraduate Advising Center in room 3151 of the Hornbake Library.

Its Staff provides assistance in areas of career planning, improved decision-making, academic planning and scheduling.

For more information, call 454-2733 or 454-3040.

At least once a semester it's a good idea to get together with your advisor to choose courses, check requirements and make sure you're on the right track.

However, don't limit your visits to registration or preregistration times. Whenever you need it, advisors can provide information about such things as career choices, the job market, internships, special work opportunities, etc. So don't wait until your senior year – see an advisor NOW! They're here to make your academic life less traumatic and more productive.

## Books, Supplies and Gifts

### On Campus

**University Book Center**
**454-3222**

Located on the lower level of the Student Union, the new mall features a complete line of new and used textbooks for all courses plus a wide selection of gifts, health care needs, UM clothing, greeting cards, plants, small appliances and photographic, engineering, art and architecture supplies, and carries at discounted rates a large selection of paperback reference and professional books. The University Book Center is open Monday through Saturday and has special hours during registration and sponsors a shuttlebus from the Adult Education Center during University College Registration.

Regular hours are Monday – Friday, 8:30 a.m. to 7:30 p.m. and Saturday, 10:00 a.m. to 5:00 p.m.

**Maryland Book Exchange**
**4500 College Avenue**
**927-2510**

The Maryland Book Exchange is located on the corner of U.S. Rt. 1 and College Avenue opposite the south gate to campus.

The Book Exchange carries new and used textbooks for all University of Maryland courses plus school supplies, art and engineering equipment, UM gifts and clothing. The Book Exchange, which has one of the largest selections of paperback reference and professional books in the metropolitan area, also buys back books at the end of the semester.

Book Exchange hours are Monday - Friday 9:00 a.m. - 6:00 p.m., Saturday - 9:00 a.m. - 5:00 p.m., Sunday - 12:00 p.m. - 5:00 p.m., with special hours during registration. Visa, Mastercharge and personal checks with proper I.D. are accepted

**Alpha Phi Omega – Used Book Store**

During the first two weeks of each semester, you can sell your books for as much as 75% of the original value and buy books at reduced prices. The APO Bookstore works on a consignment basis. They agree to sell your textbooks for you and keep a small percentage of the profit. If the book isn't sold, you get it back. Location is usually in room 0124 of the Student Union, but this is subject to change.

**Fellow Students**

Check the bulletin boards, all over campus, during the first few weeks of each semester. Students are always ready to sell books!

### Off-Campus

There are several bookstores and supply shops located in College Park, which carry a complete line of University textbooks as well as various school supplies. For your convenience, some have extended hours during the first weeks of each semester.

## Campus Activities

**1191 Student Union**
**454-5605**

Campus Activities and student groups are a very important part of your life at the University.

If you are interested in joining or forming an organization, or if your organization needs help planning or conducting a special program, the Office of Campus Activities is the place to go. The staff members are here to help you, guide you, and provide any information you might need. Working with 200 student organizations, the Office of Campus Activities is a catch-all for all campus groups and organizations. A leadership unit complete with library offers a variety of opportunities for students and student groups. The office helps student groups help themselves.

## Campus Escort Service

**454-JUST**

Walking around campus after dark isn't exactly the safest thing to do, so why do it? Call 454-JUST for a Personal escort to the place of your choice (as long as it's on campus or in the surrounding area).

Escorts can be found at two locations: Lobby of McKeldin Library and Basement of Hornbake Library. Hours are 9:00 p.m. – 1:30 a.m., Sunday – Thursday.

## Campus Photo Service

**Annapolis Hall**
**454-3911**

The Campus Photo Service, one of the best kept secrets on campus, is well worth knowing about.

Located in the basement of Annapolis Hall, the Campus Photo Service is available to accommodate every photographic need or special request in the book.

They offer Kodak color processing and printing with a 48 hour service for color slides. Kodak color and B&W film can also be purchased at discount prices.

Film and processing isn't all they provide. Their services include: custom B&W processing and printing, color and B&W studio photography, instant color passport photos, copy slides and prints, color slide duplication, PMT prints, and on location photography. You might also want to take advantage of their photo mounting to give your photo that custom finished look.

Also available to students and staff is the University's negative and slide archive containing a selection of over 100,000 campus scenes and events; plus, the best UM athletic game and individual shots to be found.

The congenial people at Campus Photo Service want you to know that if you have a photographic problem or a question about equipment, there are several photographers willing to help you out.

The qualified staff of Campus Photo Service is on duty Monday through Friday, 9:00 a.m. - 4:00 p.m. to give personalized attention to every request.

## Campus-Wide Programs

### Blood Drive

Every year Alpha Omicron Pi sponsors the University of Maryland Blood Drive in cooperation with the American Red Cross. This structured program to recruit donors usually results in the university community donating 900 pints of blood. The greatest benefit is that all members of the university community are eligible to receive free blood for one year thereafter.

### University Sing

The spring semester is the traditional time for University Sing, the only event on campus focusing on group competition in the performing arts (singing, dancing and comedy skits). This variety show of course comes complete with musicians, dancers and comedians and any campus organization is eligible to audition and bring hidden talent to the world's attention.

## Career Development Center

**3121 Hornbake Undergraduate Library**
**454-2813**

Need assistance in identifying your interests and skills? Undecided about a major or possible careers to pursue? Or maybe you need to learn how to write a resume . . . or develop an assertive job hunting approach. Or maybe you just want to find out more about building a college education that's satisfying, fun and MARKETABLE.

The Career Development Center (CDC), located in the Hornbake Undergraduate Library, has people and programs that can help confused and undecided students attain a satisfying educational or career direction.

For example, the CDC offers one credit courses which facilitate self and career exploration. EDCP 108D is designed for freshmen and sophomores as well as any other students who are just beginning their career planning.

The Career Library is one of the CDC's greatest assets containing a vast amount of material on career planning, occupations, graduate schools, potential employers and job vacancies. The atmosphere allows casual browsing as well as intensive research and undergraduate student advisors provide personal assistance.

The CDC has career counselors to help with decisions and concerns of students. There is a career counselor assigned to each academic division as well as General and Individual Studies and undecided students. You are encouraged to make an appointment.

The Shuttle-UM system offers five distinct services to students. Daytime Commuter Routes serve nearby apartment complexes off-campus Monday through Friday between 7:00 a.m. and 5:00 p.m. when classes are in session. Evening Security Routes operate on campus seven nights a week between the hours of 6:00 p.m.-2:00 a.m. when residence halls are open. An additional evening security service is Call-a-Ride which will transport you door-to-door on campus between 6:00 p.m. and 7:00 a.m. if you call 454-5841. Transit Service for the disabled is provided to people who are permanently or temporarily disabled. Finally, Charter Services are available to any official University organization and operate anywhere in the state of Maryland and the Washington Metropolitan area.

### Off-Campus Housing Service 454-3645

This service is an excellent resource for students looking to secure off-campus accommodations. The office maintains computerized listings of furnished and unfurnished rooms, apartments, and houses which are for rent in the area. Peer advisors are available from 8:30 a.m.–4:30 p.m., Monday–Friday to assist you in your housing search and to supply you with information regarding many aspects of the off-campus living experience.

## Counseling Center

**Shoemaker Building**
**454-2931**
**Monday–Thursday 8:30 a.m.–9:00 p.m.**
**Friday 8:30 a.m.–4:30 p.m.**

The Counseling Center offers a variety of programs all of which are designed to help you make full use of your potential while at the University. The Center offers career counseling, personal counseling, help with reading and study skills, and special workshops. The Reading and Study Skills Lab offers two courses; EDCP 108R for Returning Students and EDCP 108B Reading and Study Skills. See course schedule for information. A variety of services are also offered to handicapped students through our Disabled Student Services.

### Dance Marathon

During the fall semester, the men of Phi Sigma Delta Fraternity sponsor the Dance Marathon to raise money for the American Cancer Society. With the ever increasing interest in the Marathon, it has become apparent that this event unites many aspects of the campus community as supporters urge their sponsored dancers through 72 hours of perpetual motion including the traditional dance line that circles and enters Byrd Stadium during a home football game to thunderous applause. Entertainment and refreshments complete the most popular 72 hours on the campus each fall and its for a good cause.

### Greek Week

April and Fraternity Row mean only one thing, Greek Week, as the members of the 52 fraternities and sororities combine their talent and energy in a week long celebration of the spirit and unity of the Greek System at Maryland. The week begins with a re-dedication ceremony, continues with a wide variety of events each day designed to enhance philanthropy, spirit, competition and the success of the Greek System. Regardless of the reasons, it's an experience guaranteed to create excitement in participants or observers.

### Homecoming

One of the big events of the fall semester is Homecoming, an entire week of traditional and occasionally non-traditional events. Spirit abounds and activities are as varied as a carnival. Dorm, commuter, Greek and special interest groups compete all week for spirit awards. An Arts and Crafts Fair is held on the UGL Mall and is highlighted by the Terrapin Derby, a turtle race guaranteed to amuse the staunchest racing critic.

A parade winds through the campus leading the way to a pep rally and bonfire. Naturally Homecoming would not be complete without a Terrapin football game and the Memory Maker Dance.

A wide variety of group programs are offered on topics such as choosing a major, interviewing, and summer job searching. Most of these programs are available on video tape in the Non-Print Media Center—Hornbake Library. Students who are within two semesters of graduation can participate in the On-Campus Recruiting Program which is conducted throughout the year to give students the opportunity for direct contact and interviews with prospective employers and graduate school representatives.

The CDC can be extremely helpful for students at any point in their college career. Don't wait until your senior year to begin thinking about your future. Start now! Career planning is an important part of your total education at the University of Maryland.

## Commuter Affairs

**Office of Commuter Affairs**
**1195 Student Union 454-5275**

Whether living at home or in your own apartment, the Office of Commuter Affairs sponsors services which can be invaluable to you. Stop by or call and take advantage of the services designed for you.

**Carpooling 454-3645 and**
**Shuttle-UM 454-5375**

As the price of gas soars, these two services sponsored by Commuter Affairs may save you money as well as benefit the entire community by reducing pollution and fuel consumption.

Two carpool programs are available to students. The individual match-up system gives you a list of students who live in your area and wish to carpool. Regional carpools, which are currently operating from Bowie, Fulton Baltimore and Oxon Hill areas, provide maximum flexibility and require you to drive only twice a week. In addition, carpoolers qualify for priority parking on campus. If you and at least two other students form a carpool, register yourselves at Commuter Affairs and you will be eligible for close-in preferred parking spaces.

### Emotional-Social Concerns

The psychologists at the Center provide professional counseling (individual and group), to deal with depression, anxiety, loneliness, or other problems common to students.

### Academic Skills Work

As part of the Counseling Center, the Reading and Study Skills Lab offers training in effective reading and writing skills, note taking, listening and exam preparation. Most courses are preprogrammed, so you take them at your own pace and fit them into your schedule. Even if you don't have learning problems the RSSL can help you improve your skills. Seniors planning on graduate or professional school will also find these services valuable.

Just see the RSSL receptionist, room 2201, at the Counseling Center or call 454-2935

### Educational and Career Counseling

Students who need to decide on a major or a future career are given an opportunity to investigate their interests, abilities and aspirations through individual or group sessions with the Center's psychologists. Interest testing may also be useful to make you aware of your potential career leanings. In the lobby of the Center, the Occupational Information Library offers details on career fields. The lobby also has tape recorded "Conversations" with all the academic department heads, on their fields of study. These can help you decide on the major you want to pursue, plus learn about many fields of study.

### Special Programs

The Center offers many special counseling workshop programs on such diverse topics as assertiveness, IVP (Individual/Vocational Planning), Self Esteem, human sexuality, or time scheduling. Brochures describing these and other programs are available in the lobby.

In addition, the Center administers CLEP, GRE, Miller Analogies and other tests.

## Disabled Student Services

**0126 Shoemaker Building**
**454-5028 voice**
**454-5029 (TTY)**

As part of the Counseling Center, the Disabled Student Services provides services for disabled students including general campus information, assistance in locating interpreters, readers for the blind, and exam readers, counseling, access guides to various buildings and facilities on campus, and special priority preregistration.

## Employment

Need some assistance landing a part-time, temporary or summer job either on-or off-campus? The Job Referral Service located in Room 0127 of the Foreign Languages Building (454-2490) can help you.

Peer counselors help to match a student's qualifications with various employers' requirements for available positions. Students may receive referrals for up to three positions each time they utilize the service.

On-campus jobs are the most sought after type of employment because they are convenient and can fit comfortably into class and study schedules. They are limited in number, therefore, competition is high. Start looking early — possibly before the semester begins — if you're interested in on-campus employment.

### Departmental Offices

There are over 125 departmental offices which often hire students to work on their staffs. The jobs available most often are clerical, research and labor positions. Experience with office equipment and typing are often assets in getting one of these openings.

Majors are given priority; so, it would be best to first look in your department. If they don't need help — don't be discouraged! Drop in on the other departments, because someone, somewhere needs good help!

**Department of Resident Life**
**3rd Floor, North Administration Building**
**454-2711**

All of the student staffers who work in residence halls are hired by the Department of Resident Life. These include RA positions, desk receptionists, security checkers and maintenance workers.

Actual interviews are conducted in each residential community for positions open in that particular community. For specific information on available positions, application dates and procedures, see your RA or go to your community office.

**Orientation Office**
**1195 Student Union**
**454-5752**

The office hires Orientation staff who primarily work during the summer Orientation programs as peer advisors. Applications generally become available in September. In March, the office usually employs students to help process Orientation applications.

Stop by the Orientation Office for details and applications.

### Student Union

The Student Union has approximately 100 student positions available for people with various skills. The Union is open about 15 hours a day, seven days a week, so Union jobs could fit almost any schedule. For more information, go to the Union's Administrative offices, room 0129, or call 454-2807.

### Shuttle Bus

Students interested in driver positions should apply at the Shuttle Office near Leonardtown Community Center. (For more information see the Shuttle Bus entry.)

### Cash Lines

The department of Dining Services offers cash facilities in Student Union, South Campus, Cambridge, Ellicott and Denton Halls, for those students not on the board plan. Those cash facilities are open to students and guests of the University and offer many different meals. Those students who are interested in taking advantage of the "all you can eat" meals can eat in the contract dining halls by buying a guest meal ticket at the Courtesy Desk at the entrance of the dining halls.

### Other Options

There are a variety of places to go on campus when you crave an ice-cream snack or a home-cooked meal. Whether you're hungry, rushed for time, or just need a new stomach treat, the facilities are all conveniently located.

**Dairy – Turner Laboratory**
**454-4521**

The ice cream is made right in Turner Lab, and student workers give you generous portions. Besides being able to sample all flavors of cones, sundaes and milkshakes, you may also buy a variety of hot and cold sandwiches, hot soup, soft drinks, yogurt and snacks. Hours are from 8:00 a.m. to 6 p.m. Monday through Friday and noon to 6 p.m., Saturday and Sunday.

**Hillel Kosher Dining Club**
**B'nai B'rith Hillel-Federation**
**Jewish Student Center**
**7612 Mowatt Lane (P.O. Box 187)**
**College Park, MD 20740**
**422-6200**

This is a University-accepted board plan, in fulfillment of board requirements. The air-conditioned dining hall is beautiful, with a picturesque view of nature while you eat. One is able to go outside the glass doors and dine on the patio. The Dining Club provides a friendly atmosphere, variety of kosher meals and good food. There are numerous board plans from which to choose. In addition, Hillel has a warm commuter lounge with sandwiches and beverage machines for those who are not members of the Dining Club. On special occasions, Wednesday evenings, Sabbaths and Jewish holidays, non-members of the Dining Club are welcome to make reservations to eat.

### Dining Services

The Department of Dining Services is a major campus employer. A variety of jobs are available and the hours often are compatible with class schedules. Employment opportunities are available within the Cambridge, Denton, Ellicott and Hill Dining Halls as well as with the Pub the Student Union Food Service, Bake Shop and in the Maintenance Department assisting skilled mechanics. Students should go to the place of their choice and complete an applications form.

Workers must be available for a minimum of 10 hours per week. There are continuous job openings with these services so feel free to apply even in the middle of the semester.

Workships are available for students who wish to work to pay off a board bill. Students can arrange a workship by first obtaining Dining Services employment, and requesting a workship.

### Faculty

Have you ever thought of approaching a faculty member for job referrals? If you haven't, you should, because the faculty can be valuable resources in job referrals for two reasons.

First, they maintain contacts with colleagues in the area who work with the government or private business and are in the position to hire. Second, their job leads often involve positions directly related to professional interests. You may be pleasantly surprised how interested the faculty are in helping students find pre-professional employment.

### Libraries

There are five libraries on campus which all hire student employees. Also, many departments have their own small libraries. Applications should be filled out with each individual library. Positions are available for the summer as well as the school year.

### Career Development Center
**3rd Floor, Hornbake Undergraduate Library**
**454-2813**

An excellent source for occupational informatio, job vacancies and summer jobs is the Career Library, located in the Career Development Center.

## Experiential Learning Programs

**0119 Hornbake Undergraduate Library**
**454-4767**

Deciding on a major. Choosing a career. Testing your skills. Getting practical experience before graduation. These are all reasons to select an internship, volunteer position, or cooperative education placement through the Experiential Learning Programs office.

The unique cooperative education program gives you an opportunity to integrate full-time paid work experience into your academic curriculum. The possibility of a permanent job offer after graduation is an added benefit of the co-op program. Internships also pay off in terms of academic credit and/or pay. Volunteering is an additional way you can gain experience in your major field while serving the community.

You can choose your co-op, internship, or volunteer position from over 1000 organizations, business, or government agencies in the Washington area willing to give student workers the opportunity to learn by doing. The job experience, confidence, and contacts you gain will be invaluable after graduation, as you show that your "textbook" knowledge has been put to a practical use.

## Food

### Dining Services

| | |
|---|---|
| **Directors Office** | **454-2902** |
| **Meal Ticket Information** | **454-2906** |
| **Catering** | **454-3539** |

Dining Services offer every student a choice of three board plans, including the 19, 15, and 10 meal plans. In addition, a special 5 meal plan is available to commuters and upper classmen. The four campus dining halls are open seven days a week, serving three meals per day Monday through Friday, and brunch and dinner on weekends.

A special I.D. card is distributed to all students on board, and can be used in each of the dining halls as well as certain other Dining Service's facilities.

Information on contract cancellation can be obtained at the Dining Services Business Office, Room 0150, South Campus Dining Hall.

*NOTE:* In addition to dining facilities, the Jewish Student Center also offers social and cultural entertainment, Political Action programs, religious programs, and services, counseling, library services, a game room and Free Hillel University.

### Vending Machines

For those meals or snacks on the run, there are vending machines located all over the campus. Vending rooms in the Student Union, Francis Scott Key, Skinner, the Education building, Tydings, the Engineering Kiosk and the Armory provide everything you need from soup and sandwiches to dessert with a push-button convenience, including microwave ovens to warm up whatever you buy.

There are machines which offer light snacks, drinks and ice cream in Cole Fieldhouse and most dorms. The vending room in the Union stays open until the building closes, if you need a late night snack.

### Student Union

See Student Union section for information on the following places:

- Roy Rogers
- Cafeteria
- Pizza Shop
- Tortuga Room
- What's Your Beef Restaurant
- Vending Room
- Food Co-op
- Weiner Works
- Dory's Sweet Shoppe
- Maryland Deli and Sandwich Factory
- Union Shop

## Health Center

**Information/Emergencies: 454-3444**
**Mental Health: 454-4925**
**Health Education: 454-4922**
**Appointments: 454-4923**
**Pharmacy: 454-6439**

The University of Maryland Health Center is located on Campus Drive,directly across the street from the Student Union. Both graduate and undergraduate students are eligible for routine medical care and professional services upon payment of the health fee at Registration.

Services provided include urgent and routine medical care, mental health evaluation and treatment, social service, health education, laboratory, X-ray, gynecological services and a men's clinic. Surgical and orthopedic consultants are available a few hours each week for referral by Health Center physicians. Charges are made for certain laboratory tests, all X-rays, casts and allergy injections.

Students should call the Health Center or come in to make an appointment if possible. Emergencies such as injuries, or students who are too ill to wait for an appointment, will be seen on a walk-in basis.

The Health Center is open for routine medical care from 8:00 a.m. to 5:00 p.m., Monday through Friday. For other than routine problems, the Health Center is open on a 24-hour, 7 days a week basis.

It should be noted that the mandatory health fee is not a form of health insurance. A group insurance policy is available to students because many family plans do not provide services for college students. Enrollment for this policy is open at the beginning of each semester.

### Health Center Policy on Class Excuses

The Health Center does not issue routine absence excuses for injury or illness. Students should seek solution of missed classes through consultation with the faculty.

### Confidentiality

All information in student medical records is confidential, and no special medical information can be released without prior written consent from the student.

### Dental Clinic

The Dental Clinic is located on the ground floor of the Health Center. Preventive services, provided by a dentist and dental hygienist, are available to students on an appointment basis 9:00 a.m. to 4:00 p.m., Monday through Friday.

Among other things the hotline provides legal, medical and supportive assistance to victims of rape and assault. Volunteers are prepared to answer questions on birth control, pregnancy, abortion, venereal disease and other women's concerns.

Off-campus services include the Montgomery County Hotline (949-6603) and the Prince George's County Hotline (577-4866).

Walk-in counseling is available at the Community Crisis Center, located at 4910 Auburn Avenue, Bethesda, Maryland. You can call 656-9161.

## Honoraries

**Office of Campus Activities**
**1191 Student Union 454-5505**

Alpha Chi Sigma
Chemistry

Alpha Epsilon
Agricultural Engineering

Alpha Lambda Delta
Freshmen

Alpha Phi Sigma–Omega Iota
Criminal Justice

Alpha Zeta
Agriculture and Life Sciences

Beta Alpha Psi
Accounting

Chi Epsilon
Civil Engineering

Delta Nu Alpha
Transportation

Delta Sigma Pi
Business

Eta Beta Rho
Hebrew

Eta Kappa Nu
Electrical Engineering

Gamma Theta Upsilon
Geography

Kappa Delta Pi
Education

Kappa Kappa Psi
Band

Mortar Board Honor Society
Service, leadership, scholarship

Any students or employees having a concern about possible inequities in educational or employment matters, or who may wish to register a complaint, may contact a unit Equity Officer or triple EO representative. He/she may also contact the HRO branch office in Room 0125 of the Undergraduate Library (454-4707) or the main HRO.

The Human Relations Office also undertakes various activities designed to increase the measure of understanding and appreciations which campus groups and individuals have for one another.

## Identification System

The University's identification system is comprised of three cards: a paper registration card, a plastic photo transaction card, and for those on board a plastic photo dining hall card. These cards are used to gain admission to most events on campus–athletic, social, and cultural. They are used for identification to check out library materials, to gain entrance to the dining halls and to ride the campus shuttle.

### Registration Cards

A new registration card is issued at the beginning of each semester.
Pre-registered students receive theirs attached to their class schedules. Students registering in the Armory will be issued one after presenting proof of bill payment. The replacement cost is $1.

(Prior to preregistration, it is a good idea to see your advisor.)

### Photo Transaction Cards

Students are issued photo ID cards when they enroll at the University and continue to use that card during their entire enrollment. Replacement cost is $7.

HINT: Don't carry it in your back pocket.

### Dining Hall ID Card

Each student contracted with Dining Services for meals is issued a plastic photo I.D. card used for entrance to the dining hall. These cards can be used in any campus dining hall and in the Terabac Room, located in the Cambridge Community Center for their Twilight Dining or the Tortuga Room located in the Student Union (for dinner only on Monday thru Thursday). These cards are not transferable! Don't lend them out; if caught your dining hall privileges can be revoked.

### Women's Health Clinic

The Women's Health Clinic is located on the ground floor of the Health Center and provides services to the women of the campus community. These services include routine pelvic examination, pap smear, treatment of gynecological problems, counseling and referral contraceptive service, pregnancy testing and veneral disease diagnosis and treatment. The hours are 9:00 a.m. through 5:00 p.m., Monday through Friday.

### Health Center Pharmacy

The Health Center Pharmacy is located on the ground floor of the Health Center. Hours of operation are Monday through Friday from 10:00 a.m. until 5:00 p.m.

## Help Center/Crisis Center

When you're feeling depressed, lonely, or just feel like talking to someone, there are several services available on-and-off campus to help you.

The HELP Center, located behind Montgomery Hall, near Hungry Hermans, has a volunteer staff trained in peer counseling and crisis intervention along with a back-up team of professionals.

Services offered include: information and referral service free, confidential pregnancy testing, a Ride-Board providing the listings of individuals both seeking and offering rides to almost anywhere, a referral for drug analysis, an outreach program for emergency call (such as rape, suicide, assault, or drug overdose), and a TTY line on 454-4167. The Help Center also leads awareness groups in areas of student concern such as sexual assault, academic pressures or boy/girl friend relationship problems.

Call 454-HELP, from 8:00 a.m. through 12:00 a.m. or stop by between 8:00 a.m. through 4:00 p.m. daily.

Another service on campus is the Women's Crisis Hotline.

Volunteers staff the hotline every day from 10:00 a.m. to 10:00 p.m.

Omicron Delta Kappa
Honorary recognizing high standards in collegiate activities

Phi Beta Kappa
Liberal Arts and Sciences

Phi Chi Theta
Business

Phi Eta Sigma
Freshmen

Pi Mu Epsilon
Mathematics

Pi Sigma Alpha
Government and Politics

Psi Chi
Psychology

Salamander Honorary Society
Fire Protection Engineering

Tau Beta Pi
National Engineering Honorary

Tau Beta Sigma
Band

## Human Relations Office

**1114 Main Administration Building**
**454-4124**

The Human Relations Office (HRO) is responsible for initiating action in compliance with campus, state, and federal affirmative action directives designed to provide equal education and employment opportunities for College Park students and employees. It also monitors the outcome of actions taken in this regard.

Copies of the Campus Human Relations Code are available from this office and those of the Vice Chancellors and Provosts. The Code specifies that Equal Education and Employment Opportunity (triple EO) Officers shall be active in academic divisions and major administrative offices and that their efforts are to be coordinated by Equity Officers who report to the Vice Chancellors and Provosts

HINT: There will be an $8.00 replacement charge if the card is lost. Also, you must go to the Dining Services office if you wish to cancel your board plan for any reason i.e. withdrawal from school or housing.

## Information

Campus Information Center 454-3311
Student Union Information Desk 454-2801
Campus Directory 454-3311
S.T.A.R. Center Academic and Tutor Information 454-4948
Dial and event 454-4321
24-hour Intramural and Recreation Facilities Information 454-5454

## International Education Service

**2115 North Administration Building**
**454-3043**

The Office of International Education Services welcomes international students as well as students with an international perspective. International Education Services provides international students, nonimmigrant and immigrant, with support services while they persue their academic programs at the University of Maryland. Services for international students such as advising in academic concerns, counseling in personal matters, and assisting with immigration procedures are provided. Orientation programs specifically designed for international students are present each semester for the newly arrived international students. These programs include sessions to facilitate adjustment to the educational environment at the University of Maryland and to the cultural life in the United States.

Foreign/international applicants to the University of Maryland are processed through the Office of International Education Services. Admission evaluations and placement recommendations are made to the Office of Undergraduate Admissions and to the Graduate School for all international students by International Education Services. Assessments of foreign academic credentials, English proficiency, financial and visa status are included in these evaluations.

For those students who are interested in enriching their academic program as well as their personal development, study abroad opportunities are available. Information concerning study abroad opportunities is available in the Office of International Education Services. For more information see STUDY ABROAD.

## Lost and Found

Campus Police–454-5995
Student Union Main Desk–454-2801

If unsuccessful at this point, try an ad in the "Diamondback" (454-2351).

## Minority Student Services

**Office of Minority Student Education**
**3151 Undergraduate Library**
**454-4901**

The Office of Minority Student Education (OMSE) is responsible for addressing the academic and social needs of the minority student on campus.

The office undertakes research in minority education, retention of minority students, dissemination of information and maintains liason with minority communities on and off campus.

OMSE sponsors four supportive programs aimed at enhancing the retention and graduation of minority students at the University.

The Minority Advisement Program provides a peer advisor in each of the five academic divisions who conducts academic advising and referral services. A tutorial program for minority students in difficult courses is also provided throughout the semester.

The Career Development Outreach Program

Most aid awards are packaged and will consist of a combination of scholarship, grant, loan and/or employment. The application deadlines for these are extremely important.

There is also the Job Referral Service. This form of financial aid provides assistance in locating part-time employment on and off campus. A student's need is not a prerequisite for participation in the Job Referral Program.

The office publishes a brochure which gives all the details of eligibility, application procedures and descriptions of the forms of financial aid. Students may pick up the brochure and applications at the Student Financial Aid Office before or after a scheduled appointment with a counselor.

## On-campus Living

**Department of Resident Life**
**3117 North Administration Building**
**454-2711**

Living on-campus provides an opportunity to live with other students. Through constant interaction with others, the late night talks with floormates and a roommate, and participation and involvement in floor and community governance, social and other activities, many students have their most enjoyable and rewarding experiences while on campus.

### Residence Halls

A range of physical settings is available in the University residence halls.

Newer high-rise residence halls dominate the north side of the campus. The "complexes," or groupings of high-rise halls around a central dining facility, are near most athletic arenas and other recreational resources of the campus. As many as 550 students live in a high-rise hall.

Older Georgian Colonial-style residence halls are located on the campus' south side. These "Hill area" halls—in the North Hill and in the South Hill clusters of residence halls—are close to most libraries and the academic core of the campus. These halls are smaller, not more than three or four stories high, and house as few as 35 and as many as 300 students.

Apartment units for four or six students are located in Leonardtown, a few minutes' walk from the center of campus. Apartments are reserved for upperclass students and freshman students are not assigned there.

You and your roommate will find that some expectations or rules must exist in residence halls as they must in any community of people. Because the residence halls are on the campus and support your academic purpose for being here, most of these rules exist to guide and support learning and respect for others and positive interaction among students. Generally speaking, these standards rest on one simple notion, giving the same courtesies, respect and consideration to others that you expect for yourself. In the community of students living in a University residence hall, special emphasis is placed on each student being able to study and sleep. While a student at the University, you must abide by expectations stated in the *Code of Student Conduct*. As a resident on the campus, you *also* must abide by expectations stated in the *Residence Halls Agreement* and other residence halls documents.

## Orientation Office

**1195 Student Union**
**454-5752**

The "Maryland Preview," a program sponsored by the Orientation Office, coordinates freshmen and transfer students' general introduction to the University, academic advisement, and course registration. During the program new students also have the opportunity to meet other new students, faculty, staff, and upperclassmen. Preview programs are offered in January, April, June, July, August, and November.

Parent Preview provides parents with an overview of University services and policies, and an opportunity to meet faculty, staff, and students.

## Post Offices

Signed, sealed and sitting on your desk because you can't figure out how to deliver it? Read on. Campus mail doesn't require a stamp. Just drop it in the campus mailboxes located in the Student Union information desk. Don't put campus mail in standard U.S. mailboxes.

A battery of machines in the lobby above the University Book Center of the Student Union can supply you with stamps, post cards, and other postal paraphernalia. You can even weigh packages. It's all self-service, so it's open whenever the Student Union is open.

If the machines won't suffice, try the University Post Office in the General Services Building (454-3955).

The Career Development Outreach Program coordinator works with the Career Development Center as well as with government and private agencies interested in hiring minorities. Help is also provided with resume writing and interviewing techniques. The fourth program is the Minorities Pre-Professional Academic Societies, consisting of eight societies in various disciplines.

Additional information on these programs is available at the office of Minority Student Education.

**Intensive Educational Development Program (I.E.D.)**
**Room 0111 Chemistry Building**
**454-4646/4647**

The Intensive Educational Development Program (I.E.D.), a support program for students enrolling at the University of Maryland, assists students in their intellectual, social and personal development. Students whose high school grades and or SAT scores indicate some need for educational services are encouraged to apply to the I.E.D. program. Its services include: a summer program to help students adjust to both the academic and the non-academic environment of the University, academic advising, career guidance and counseling throughout the year, tutoring and courses in the improvement of basic skills.

**Upward Bound**

The Upward Bound Program at College Park is designed to provide academic and counseling assistance to help high school students prepare for college.

## Office Of Student Financial Aid

**2130 North Administration Building**
**454-3046**

There are over 100 sources of scholarships, grants, loans, and employment available to eligible students through the Student Financial Aid Office.

Apartments include fully equipped kitchens and private baths, and all furnishings and carpeting.

In the remaining 35 traditional "dormitory-style" residence halls, there are bed/study rooms for two students (though some singles for upper class students and triples and quads exist) and limited lounge and meeting space for small groups of residents and friends.

Room sizes and features vary considerably with the age and physical layout of each hall.

**People to Know**

Your R.A. or Resident Assistant is an undergraduate student hired to help maximize your experience in the residence halls. Your R.A. is available for advice, information, conflict resolution and, most of all, as a friend. Get to know your R.A. for he or she can make your stay here easier and more enjoyable. Your R.D. or Resident Director is a professional staff member who manages your building and particular student concerns.

**Roommate Assignments**

New students are assigned randomly, so there is not a way for you to choose where or with whom you will be assigned. However, efforts are made to satisfy students' preferences in the following areas:

- *Coeducational* or *single-sex hall.* In the coeducational halls, men and women are assigned on separate floors or wings of the same building. More than one-third of campus residents live in coeducational halls.
- *Limited* or *unlimited visitation privileges.* In most halls, the residents are not limited in hours or days they may have guests of the opposite sex visit in their rooms, roommates willing. In other halls, limited visitation hours are maintained, meaning that guests of the opposite sex are not permitted 12 midnight to 8:00 a.m. weeknights and 1:30 a.m. to 8:00 a.m. weekends. There are no curfews or time restrictions for residents to enter or leave their halls.
- *Non-smoker preferred as a roommate.*

Sometimes, the two students assigned together in a room are not able to work out a cooperative roommate relationship. The R.A. can be called on to help work out differences. Sometimes it is necessary to help students pursue a room change.

U.S. mailboxes are located at:

The Adult Education Center
Student Union
North Administration

Off-Campus Post Offices include:

4815 Calvert Road
College Park, MD
436-6092

9591 Baltimore Avenue
College Park, MD
344-2375

Presidential Building
6525 Belcrest Road
Hyattsville, MD
436-6085

## Printing Services

**Maryland Media**
**3144 Main Dining Hall**
**454-4179**

Maryland Media offers typesetting, layout, and printing services to all University of Maryland students and organizations. They use an offset printing process and are available for large orders as well as small.

## Reading And Study Skills Lab

For more general study skill tutoring or assistance, you can visit the Reading and Study Skills Lab (RSSL), located in the Counseling Center of the Shoemaker Building.

The lab offers help in effective reading and writing skills, plus tips on note taking, listening and exam preparation. Most work is pre-programmed, so you can take them at your own pace and fit them into your schedule.

For more information, see the RSSL receptionist in room 2201 or call 454-2935.

In addition to individual assistance, the lab offers workshops in Time Management, Research Paper Preparation, Exam Skills and How To Study Effectively. A one-credit course, EDCP 108D is also available.

## Religious Services

Most religious services on campus are held in the Chapel, located on the corner of Chapel Drive and Regents Drive. It houses three chapels. One of these is always open for prayer or meditation from 7:00 a.m. until 10:00 p.m. The Chapel may be reserved for weddings and other religious events through the Chapel Reservations Office, telephone 454-4409. For a listing of all religious organizations and their services, refer to pages 38-41.

## Religious Services

**Chapel Staff**

**Baptist**
Gerald Buckner, Chaplain
Room 1101, Chapel
454-4604

**Black Ministries Program**
Perry Smith, III, Chaplain
Room 2120, Chapel
454-5748, 454-5255

**Christian Science**
Jack Russell, Advisor
Room 1112, Chapel Study Room
338-7726

**Church of Christ**
John Brush, Chaplain
Room 2128, Chapel
454-5135

**Church of Latter Day Saints**
Richard Lambert, Director
College Park LDS Institute of Religion
7601 Mowatt Lane
422-7570

**Episcopal**
Wofford Smith, Chaplain
Thomas Engram, Adjunct Chaplain
Room 2116, Chapel
454-2347

**Hare Krishna**
Trivikrama Swami, Chaplain
Room 1120, Chapel
454-5123

**Episcopal**
West Chapel
Sun. – 10:00 a.m. - Holy Communion
Wed. – 12 noon - Holy Communion
Fri. – 12 noon - Holy Communion

**Jewish**
Hillel House, 7505 Yale Ave.
Mon. – Fri. - 6:45 a.m. Worship
Fri. – 6:30 p.m. Orthodox Service
Fri. – 6:30 p.m. Conservative Service
Sat. – 9:30 a.m. Worship

**Lutheran**
West Chapel
Wed. – 12 noon Holy Communion
Hope Church and Student Center
Knox and Guilford Rds. (opp. lot 3)
Sun. – 8:45 a.m. Holy Communion
Sun. – 11:00 a.m. Holy Communion

**Interdenominational Worship Service**
(Sponsored by the Black Ministries Program, Lutheran, Episcopal, and United Campus Ministries offered during the fall and spring semesters)

**Main Chapel**
Sun. – 11:00 a.m.
Holy Communion – 1st Sun. of month

**Roman Catholic**
Catholic Student Center (Newman)
Knox & Guilford Rd. (opp. Lot 3)
Sat. – 6:00 p.m. Mass
Sun. – 10:00 a.m. Mass
West Chapel
Sun. – 11:30 a.m. & 12:45 p.m. Mass
Mon. – Fri. – 5:00 p.m. Mass
Main Chapel
Mon. – Fri. – 12 noon Mass
Blessed Sacrament Chapel, Room 1116
Confessions – Mon. thru Fri.
11:15 a.m.-11:45 a.m.
(On Holy Days, Mass is celebrated in the Main Chapel at 11:00 a.m. and 12:00 noon, and at 4:00 p.m. and 5:00 p.m.)

Other services provided by the Center include:

*Parent Location Service* making it possible for children of students to locate their parents in the event of an emergency.

*University Test File,* a catalogue of old exams duplicated from students originals. Most major university forms are also available.

*Student Message Board* where students can leave messages at the Center for their friends to pick up.

The S.T.A.R. Center has expanded into Hornbake Library during evening hours for student convenience.

## Student Legal Aid Office

**1112 Student Union**
**454-2847**

The Student Legal Aid Office was established by the Student Government Association for the purpose of providing free legal services for students. The office provides advice for students with legal problems originating on or off-campus.

The office can represent students charged with University misconduct or academic dishonesty. Also, an attorney, a paralegal, and eight student legal interns are available for consultation for any type of legal problem a student may have: landlord-tenant, consumer, criminal, traffic, and University.

The office is open Monday through Friday, 10:00 a.m.–4:00 p.m. Come in person – bring appropriate documents.

## Student Union Programs

**1211 N and 1221 Student Union**
**454-4987**

Hoff Theater! Craft Center! College Bowl National Champions! Glass Onion Concerts! These are only a few of the many diverse activities which Student Union Programs provides for the campus community.

Rabbi Robert Saks, Chaplain
Jewish Student Center
7612 Mowatt Lane
422-6200

**Lutheran**
Beth Platz, Chaplain
Room 2103, Chapel
454-3317

**Roman Catholic**
William Kane, Chaplain
Robert Keffer, Assistant
Catholic Student Center
Knox and Guilford Roads
864-6223

**United Campus Ministry**
(UCM is supported by Church of the Brethren, Disciples of Christ, United Presbyterian, United Church of Christ and United Methodist.)
Rob Burdette, Chaplain
Dorothy Franklin, Chaplain
Room 2101, Chapel
454-2348

**Other Religious Groups**

**Friends**
Pauline Stabler, Resident Advisor
Adelphi Friends Meeting House
2303 Metzerott Road Adelphi
585-0019, 454-3037

**Mennonites**
Arden Shank, Advisor
3418-17th St., N.W.
Washington, D.C.
797-9166

**Unitarian**
Richard Kelley, Area Clergy
Paint Branch Unitarian Church
937-3666

**Services**

**Baptist**
2146 Student Union
Wed.–12 noon Luncheon

**Christian Science**
West Chapel
Mon.–12 noon

This office, as part of the Reading and Study Skills Lab, coordinates support services for the returning student. A returning student is anyone 25 years or older and beginning, or coming back to school after a break in their formal education. Returning students typically have different needs than students in the traditional 18-22 year old age bracket and the Returning Students Program was created to meet these needs. The program sponsors a one credit course, EDCP 108R, which highlights study skills and provides an opportunity to discuss issues and compare experiences with other returning students. Other services include *Second Wind*, a resource handbook for returning students, a series of free workshops, invidivual counseling, and an information and referral service for all returning students.

Those interested should stop by the office, located on the second floor of Shoemaker Hall, or call 454-2935.

## Room Reservations

If your organization needs space to meet, then give room reservations a call.

For on-campus academic and non-academic buildings including the Chapel, call 454-4409. For rooms in the Center for Adult Education call 454-2325 or 779-5100.

If you need space in the Student Union for rooms, display cases, or tables, call 454-2809.

## S.T.A.R. Center

**Student Tutorial Academic and Referral Center**

**Student Union Lobby**
**454-4948**

When you find yourself in need of academic service and advisement information on retention guidelines, probation procedures, General University of University Studies Program Requirements, and career planning options, stop at the S.T.A.R. Center conveniently located in the Lobby of the Student Union.

Additionally, students can add or drop classes at the STAR Center during the 10-day schedule adjustment period.

dent Union Program Council (SUPC) and Student Union Program Department (SUPD). SUPC is comprised of ambitious student volunteers who initiate and implement programs in cooperation with a trained professional staff. SUPC committees include College Bowl, Coffeehouse, Cultural Affairs, Film, Glass Onion Concerts and Outdoor Recreation.

In addition, Student Union Programs offers several services at a reasonable cost for students, staff and faculty. These services include:

**Craft Center:** Located in the north-east end of the main floor of the Student Union, the Craft Center is an instructional (non-academic), supply and lab facility for individuals interested in various media including photography, stained glass, ceramics, textiles, wood working, jewelry making, etc.

**Outhaus:** Located in the basement next to the Bowling Alley and the Food Coop, the Outhaus offers backpacking and camping equipment for rent and for sale at a very reasonable rate.

**Hoff Theater:** Bringing to the campus community contemporary favorites and blockbusters, old American and foreign classics, and party-type action/adventure series Tuesday–Sunday, Hoff Theater is located on the main floor of the Student Union on the north-west end.

**Art Gallery:** Partially supported by the Parents' Association, the Art Gallery brings to the campus community various artistic creations for all to enjoy. The Art Gallery is located next to the Student Union Information Desk.

**Mini-Courses:** Utilizing various rooms in the Student Union, Student Union Programs offers non-credit for-life-type courses which encompass a wide spectrum of interests for individuals to pursue. A semesterly brochure details the courses. Watch for it! Registration is at the Student Union Ticket Office. Fees are charged for each course 7:00 p.m. - 2:00 a.m.

If you are interested in getting involved, please do not hesitate to call or drop in to see us. In addition to committee participation, internships are available in various aspects of program planning.

## Study Abroad Information

**Office of International Education Services**
**2115 North Administration Building**
**454-3043**

You can study in Europe, Africa, Latin America, almost any place in the world. Study Abroad is an exciting educational experience that is available to students in most majors. Students can study in foreign universities, select an internship or attend programs specially designed for students who want to study abroad. Academic credit can be arranged for many of these programs. The Study Abroad Office provides information and advisement about all these opportunities.

The office also assists students interested in work and travel abroad. International Student I.D. Cards, Youth Hostel Cards and Eurailpasses are issued.

The University of Maryland runs study abroad programs at the University of Tel Aviv and in London.

## Telephones

### Campus Phones

All phone numbers on campus begin with the prefix 454, with the last four digits corresponding to a particular connection. Campus phones are free and the 454 prefix can be omitted when dialing on campus. Campus phones are black and can be found in all residence halls and in public buildings such as the libraries and Student Union.

### Off-Campus Phones

To place a call off the College Park Campus you must use a pay phone. You cannot make an off-campus call or accept collect phone calls, on a campus phone, nor can the campus operator connect you with an off-campus operator.

## Tutoring

Most colleges and departments at the University offer tutoring for students enrolled in specific courses. You can call your department or the S.T.A.R. Center for further information on tutoring in particular departments.

As law enforcement officers they are charged with the responsibility to enforce state, county and local laws including the rules and regulations of the University. The University Police Department is divided into five divisions that provide direct community services.

The Police Operations Division provides uniformed patrol officers, traffic safety, special events and when required dormitory patrols. Captain R. W. Bell is responsible for the direction of this division and can be reached at 454-5995 or 454-5997.

The Police Administrative Division, supports the community with inspectional services, special projects, logistics, budget and fiscal operations, secretarial staff and training services. They can be reached at 454-5784.

Management Services Section of the Department of Police is responsible for the record keeping function of the department. Accident reports, insurance reports and all documentation of the department is processed by this section. They can be reached at 454-5994 or 454-5785.

The Investigations Section is responsible for the criminal investigation of crimes reported to the Department of Police. They can be reached at 454-5125.

The Loss Prevention Division is under the direction of Mr. Alvin Thompson. This division of the department analyzes security problems and develops systems and procedures to remove or reduce those problems. Services are free to all University offices and organizations and students should feel free to visit the office at any time. Loss Prevention Division can be reached at 454-5185.

The Police Auxiliary Division, under Captain James W. Shaffer, is responsible for the Police Aide Program, the Parking Enforcement Program and the Courier Program. On campus, the student members of the Police Department aid the police force in performing their wide range of duties. Police Aides man the library's security desks, protect the University Book Store against shoplifters, and check cars entering the University at the Security Gates each night the University is in session from 11:00 p.m. to 6:00 a.m.

When you need the University Police, call either of the two numbers below:

Campus Extension: 3333 Emergency
Campus Extension: 3555 University Police

Both numbers will connect you with the University Police dispatcher. If you are off-campus and wish to contact Montgomery County Police or the Prince George's County Police, call the emergency number below:

Copies are available in the University Book Center, and you must show I.D. to get one free. Otherwise there is a two dollar charge.

### The Schedule of Classes

If the catalogue is the University's bible, then the Schedule of Classes is the new testament. While the catalogue describes courses, the Schedule of Classes tells you times, places, and professors.

Two editions of the Schedule appear each semester – one during preregistration, and the other comes out a few days before classes begin. It's wise to pick up a copy of both.

### The Diamondback

An independent student newspaper focusing on campus news, the *Diamondback* can be found in the lobbies of major buildings every weekday – free of charge!

### The Black Explosion

A newspaper published twice a month, the *Black Explosion* focuses on the activities of the University's black students. It also covers national and international events of interest to the Black Community and should be read by all students.

### The Terrapin

Since 1901, the *Terrapin* yearbook has captured what students at the University of Maryland, College Park, are seeing, doing and thinking. One of five independent Maryland Media Inc. publications, it is a colorful, hard-bound picture book created annually for students, by students, about students.

Watch for ads in the *Diamondback* for information about ordering the *Terrapin*.

The book comes out in April and can be picked up in Room 3101 of the South Campus Dining Hall.

### The Second Wind

A publication of the Returning Students Program that lists a variety of campus resources available to returning students. Copies are available at the office of Admissions and the Counseling Center's Reading and Study Skills Lab located on the second floor of Shoemaker Building or just call x2395.

## University College

**454-5825**

University College is the continuing education campus of the University. Classes are held during evenings, weekends, and some daytime hours at many locations throughout Maryland and the Washington, D.C. metropolitan area (as well as in Europe and the Far East through UMUC's overseas divisions).

With the motto "Serving part-time students is our filltime job," University College offers a variety of programs and formats for part-time learners.

Undergraduate programs offer courses leading to Bachelor of Arts and Bachelor of Science degrees and include the option of guided study through UMUC's Open University. The Study in London program provides students an opportunity for a one- or two-semester immersion in British culture while earning degree credits. At the graduate level, UMUC offers the Master of General Administration degree program.

Courses taken at UMUC can be applied to degrees at UMCP and other campuses of the University, as well as other colleges and universities throughout the country, depending on their particular curricula.

Non-credit short courses, seminars, conferences and training programs are also offered through the Conferences and Institutes Program.

The Center of Adult Education, housing UMUC's offices in College Park, is a full service residential conference center providing meeting rooms, auditorium, lodging, cafeteria, catering facilities, and programming services

For information about UMUC's programs or a complete **Schedule of Classes**, call 454-5825.

## University of Maryland Police Department

**General Services Building**
**454-3555**

The University of Maryland Police Department provides total police service for the University community. They are responsible for protection and safety of all persons who enter the jurisdictional boundaries of the College Park Campus and other associated University of Maryland property.

Emergency Call: 911

The emergency number equipped to take calls from deaf persons is:

672-1112

In addition to these numbers, there are yellow emergency phones on campus that don't require dialing. Lifting the receiver puts you in contact with the University Police dispatcher. The system is called the Public Emergency Reporting Telephone (PERT). These phones are for **emergency use only**.

### Parking Enforcement Program

This program is devoted to enforcement of the rules and regulations concerning illegally parked cars. Students working under the supervision of the University Police are responsible for patrolling the lots and for issuing tickets to any car in violation of the rules.

## University Printing

**Located behind Fire Station**
**454-3128**

University Press offers a wide array of printing services. Their operation ranges everywhere from typesetting to binding and hot type. Organizations will find them useful for such necessities as letterheads and posters.

## University Publications

To keep up with everything going on on campus and in the rest of the world, get your hands on one of the campus publications. Some of the more major publications are listed below.

### The Undergraduate Catalogue

This catalogue contains almost everything you ever wanted to know about the University of Maryland. And even some of the things you didn't want to know.

The Undergraduate Catalogue contains course descriptions, major requirements, and all the General University Requirements you need to know.

### Fraternity and Sorority Booklets

These are compiled to give information on rush procedures and the overall lifestyle of those students in the Greek system.

In addition, each chapter has a number of in-house publications that explain in greater detail the services they provide to their members, University students, and the community.

### Viewbook – Looking at Maryland

This booklet gives a general overview of the University and what it has to offer. The Office of Undergraduate Admissions on the ground level of the North Administration Building has copies.

### Major newspapers

Washington is the home of a major newspaper : *The Washington Post*

Copies of the *New York Times* and the *Baltimore Sun* are available too. If you want to read them for free, the libraries carry copies in their periodicals rooms while the Student Union Tobacco Shop sells copies at street vendor prices.

## Veterans Affairs Office

**1117 North Administration Building**
**454-3430**

The Veterans Affairs Office is open Monday–Friday from 8:30 a.m. to 4:30 p.m. to assist veterans, dependents and active duty personnel with their VA Education Benefits.

Eligible persons who wish to be certified for benefits should call or report in person to this office when they have completed registration each semester.

# Entertainment and Enrichment

## Armory

Another fine sports facility is the Reckord Armory, located behind the Main Administration Bulding. Recreationalists may pursue a wide variety of sports including basketball, tennis, volleyball, box lacrosse, and jogging. From November through March, indoor tennis courts are available from 9:30 a.m. to 11:30 a.m. on Tuesdays, Thursdays, and Fridays, 6:00–9:00 p.m. on Saturdays, and 10:00 a.m.– 1:00 p.m. on Sundays. Reservations are necessary to assure court time and may be made by calling 454-3124.

The Armory is available for jogging Tuesdays, Thursdays and Fridays, 11:30 a.m.–1:30 p.m. Nov.–Mar. (Jogging opportunities are also available on the promenade in Cole Field House, around the track in Byrd Stadium, along the perimeter of the Golf Course and on the Par Course.)

The basketball courts are available for free play Monday and Wednesday 2:00 p.m.–6:30 p.m., Tuesday and Thursday, 1:30 p.m.–6:30 p.m., Friday 1:30 p.m.–10:00 p.m., Saturday and Sunday 10:00 a.m.–9:00 p.m.
Courts are closed weekdays Nov. 26–Mar. 15 for Varsity Track Practice.

## Art Galleries

There are two art galleries on campus, both located in the Art-Sociology Building. The large University Gallery is located in room 2202 and features major contemporary and historical exhibitions organized by the Gallery or borrowed from other institutions. The West Gallery is a smaller space in the Art-Sociology which features the work of students here at the University. Both of these galleries can provide welcome relief from the pressures of finals week.

## Clubs and Organizations

A.A.
ACTS
Advertising Club
African Student Assn.
Agricultural Student Council
Agriculture & Resources Econ. Club
Agronomy Club
Aikido Club of Maryland
Aiming for Crimson & Cream
Air Force ROTC
Alpha Phi Omega
Amateur Radio Assn., U of M
American Assoc. of Textile Chemists & Colorists
American Iranian Society
American Marketing Assn.
American Nuclear Society
American Society of Agricultural Engineers
American Society of Civil Engineers
American Society for Personnel Admn.
Anthropology Student's Assn.
Organization of Arab Students
Architecture Student Assn.
Archonion Club
Art League, U of M
Art Student Assn., U of M
ASAE Student Branch
Asian American Engineering Society
Asian Student Branch
Asian American Student Council
Baha'i Club
Baptist Student Union
Barbarian's Social Club
The Black Student Union
The Black Engineers Society
Block & Bridle
B'nai B'rith Hillel Federation
Bowling Team
Brazilian Club, LUSO
Caribbean Students Assn.
Cambridge Area Council
Campus Bible Fellowship
Campus Crusade for Christ
CARP
Cercle Francais/Circolo Italiano
Chancellor's Student Advisory Council
Chess & Backgammon Club
Chess, Go and Shogi Club
Chinese Culture Club
Chinese Student Friendship Assn.
Chinese Student Assn.
Circle K. Club
Coalition for Reproductive Choice
College Republicans
Collegiate 4H
Committee to End Hunger
Committee in Solidarity with the People of El Salvador (CISPES)
Criminal Justice Student Assn.
Dairy Science Club
Democratic Socialist Organizing Committee
Denton Area Council
Disabled Students Alliance
Ellicott Area Council
English Undergraduate Assn.
Environmental Conservation Organization
Equestrian Club
Etcetera
Field Hockey Club
Filipino Cultural Assn.
Finance Banking & Investment Society
Fire Protection Engineers, Society of
Flying Club
Food Nutrition Institutional Admin.
Forestry Club
Fourth Students of Maryland
Future Farmers of America
Gay Community
General Honors Program
German Club
Go Club
Graduate Student Assn.
Gymkana Troupe
Hang Gliding Assn.
Harford Floor Hockey Club
Health Center Student Advisory Board
Hellenic Club
Help Center, U of M
Heterosexual Community
Hill Area Council
Hispanic Club
Historical Wargaming Assn.
Horticulture Club
In-Ag Club
Indian Student Assn.
Interfraternity Council
International Student Council
Institute of Elec. and Electrical Engineers
Intervarsity Christian Fellowship
Iranian Student Assn.
Isshin Ryu Karate Club, U of M
Japan Club
Jewish Student Union
Junior Panhellenic Assn.
Kalegethos Society
Korean Christian Campus
Korean Student Assn.
Latin American Student Union
Lebanese Culture Assn.
Legal Honorary Society
Leonardtown Area Council
Light of Christ
Management, Society for Advancement of
Martial Arts Club, U of M
Maryland Alliance for Space Colonization
Maryland Media, Inc.
Maryland Medieval Mercenary Militia
Mary Pirg
Maryland Star Trek Assn.
Maryland Rubik's Cube Club
Micro R & D
Moslem Students Assn.
Moviemaking Club, U of M
Muslem Student Association

NAACP
Navigators
National Assn. of Accountants
New Life Christian Students
Oxon Hill Commuters Assn.
PACE
Pakistani Student Association
Panhellenic Council
Panhellenic Assn.
Phi Beta Lambda
Phi Beta Sigma Starlettes
Pre-Dental Society
Pre-Medical Society
Pre-Physical Therapy
Pre-Professional Hispanic Club
Progressive Student Alliance
Poultry Science Club
Public Relations Student Society of America (PRSSA)
Racquetball Club
Residence Halls Assn.
Right to Life (see VIDA)
Rugby Club, U of M
Sailing Assn., U of M
Semper Fidelis Society
Shaolin Natural Fitness Club
Sigma Gamma Nu
Sign Language Club
Slavic Circle
Speech Communication Honor Society
Sports Car Club
Square Dance Club
STAR Center
Striving for Success
Student Alumni Board
Student Entertainment Enterprises
Student Government Association
Student Union Program Council
Students for Israel
Terrapin Alliance
Terrapin Trail Club
Thai Student Assn.
To Make Omega (TMO)
Toastmasters, U of M
Training Center for Basic Cardiac Life Support
University Commuters Assn.
United Jewish Appeal
University Theater
Veteran's Club
Veterinary Science Club
Vietnamese Student Assn.
VIDA see (Right to Life)
Water Ski Club, U of M
The Way Campus Outreach
WMUC
Women's Center
Women Engineers, Society of

No. 7 Fraternity Row, 7[illegible]9601
Pi Kappa Alpha
4340 Knox Road, 779-9801

Sigma Alpha Epsilon
No. 4 Fraternity Row, 454-6065

Sigma Alpha Mu
No. 2 Fraternity Row, 277-9770

Sigma Chi
4600 Norwich Road, 864-9807

Sigma Nu
4617 Norwich Road, 927-9187

Sigma Pi
1211 L Student Union, 454-4952

Tau Epsilon Phi
4607 Knox Road, 864-9513

Tau Kappa Epsilon (colony)
1211 L Student Union, 454-4952

Theta Chi
7401 Princeton Ave., 779-9715

Zeta Psi
7403 Hopkins Ave., 779-3750

## Greek Life

Greek Life refers to the Greek letter societies which make up the fraternity and sorority system.

If you want to add a bit of color to your college years, you might want to look into fraternity life. Fraternities are organizations for men designed to promote scholarship and leadership, stimulate social interaction, and offer the opportunity for development of meaningful relationships to everyone who joins.

The sororities for women are an integral part of the Greek system as well. These organizations exist for the mutual benefit in getting the most out of the college years. Sororities stress scholarship, services to the campus and community and development of strong long-lasting friendships.

**Greek Housing**

Fraternity and sorority houses provide living spaces for 1,800 Maryland students. Living in a "Greek House" provides the chance to experience all aspects of home management from overseeing the physical facilities to operating a kitchen.

Although most students living in the houses are members of the Greek community, there are sometimes spaces available for non-members.

The Office of Campus Activities is there to help integrate the fraternities and sororities with the rest of the campus community. The office serves to advise and coordinate fraternity and sorority members in order to help them get the most out of the Greek experience.

## Libraries

**McKeldin Library**

McKeldin Library, located on the Mall opposite the Administration Building, is the main library on campus. Containing the greatest number of books and periodicals at the University, McKeldin offers the best research facilities available on campus.

First-time visitors may find McKeldin's research facilities a hard nut to crack, but don't despair, for plenty of assistance is readily available starting with the Circulation and Information Desk on the second floor.

The second floor also has a centralized reference room and a periodicals and microforms room. Government documents, as well as the East Asia Collection, can be found on the third floor.

Special material is located on the fourth floor, along with the Music Library and the Maryland Room.

McKeldin is also a fine place to study when your dorm or apartment becomes too noisy. Desks and chairs are located throughout the building, including the stack areas. McKeldin is open:

| | | | |
|---|---|---|---|
| Mon. - Thurs. | – | 8:00 a.m. | - 11:00 p.m. |
| Fri. | – | 8:00 a.m. | - 6:00 p.m. |
| Sat. | – | 10:00 a.m. | - 6:00 p.m. |
| Sun. | – | 12:00 noon | - 11:00 p.m. |

**Hornbake Library**

The Hornbake Library, previously known as the Undergraduate Library, offers a wide variety of study aids that you'll find helpful throughout the semester. Besides the usual books and periodicals needed for research, the Hornbake library also offers many useful audio-visual aids that help alleviate the systematic routine of studying

At the Nonprint Media Services Department on the fourth floor, you'll find facilities to listen to recorded lectures, sample exam questions, and supplemental programs. Through headphones you can listen to a wide variety of music with the 100 audio-cassette players, or you can tune into any one of ten pre-programmed channels. You can also catch up on a missed class by viewing it on one of many dial access television screens.

The UGL is not only a useful place to study for upcoming exams or research term papers but regular classes and clinics are scheduled to help you in writing your papers. This modern library, located on Campus Drive below the Student Union, has a myriad of desks and chairs to accommodate studiers. The bright atmosphere and comfortable decor make the UGL a popular place to be when the work piles up. And for diehard

Women's Softball Club
Young Americans for Freedom
Young Democrats
Zionist Alliance of Maryland

## Fraternities

Alpha Epsilon Pi
No. 13 Fraternity Row, 277-9819

Alpha Gamma Rho
7511 Princeton Avenue, 927-9831

Alpha Phi Alpha
3105 Main Dining Hall, 454-4952

Alpha Tau Omega
4611 College Ave., 927-9769

Beta Theta Pi (colony)
1211 L Student Union, 454-4952

Delta Sigma Phi
4300 Knox Road, 927-9770

Delta Tau Delta
No. 3 Fraternity Row, 864-9780

Delta Upsilon
No. 6 Fraternity Row, 454-6051

Gamma Epsilon Theta
3106 Student Union, 454-4952

Iota Phi Theta
3103 Student Union, 454-4952

Kappa Alpha
No. 1 Fraternity Row, 454-6061

Kappa Alpha Psi
3106 Student Union, 454-4952

Kappa Sigma
7305 Yale Avenue, 927-1869

Omega Psi Phi
3107 Main Dining Hall, 454-4952

Phi Beta Sigma
3113 Student Union, 454-4952

Phi Delta Theta
4605 College Ave., 927-9884

Phi Gamma Delta
7501 Hopkins Avenue, 864-9398

Phi Kappa Sigma
No. 5 Fraternity Row, 454-6067

Phi Kappa Tau
7404 Hopkins Ave., 864-9816

Phi Sigma Delta
No. 14 Fraternity Row, 454-5926

Phi Sigma Kappa

If you have any questions or simply want more information about the sororities or fraternities, just stop by the Campus Activities Office located in the Student Union and they'll be glad to help you.

1191 Student Union
454-5605

## Intramural Sports And Recreation

The University of Maryland offers one of the finest intramural sports and recreation programs in the country.

Official announcements on intramural sports and special events are posted in the Armory lobby just outside the Intramural Sports and Recreation Office. Stories and announcements on ISR events can be found each Tuesday on the sports page of the *Diamondback*. Finally a daily recorded listing of activities, operating hours of recreational facilities and up-to-date announcements is handy by calling Rec-Check 454-5454.

ISR staff sponsors 22 activities for undergraduate men, women, men and women on a coed basis, and for graduate students, faculty and staff also on a coed basis. There are over 16,000 participants in ISR activities yearly.

Men's sports are divided into three leagues: Dormitory, Fraternity and Open. Greek and dorm residents may compete in either their own leagues or with the commuters in the Open league.

Fall semester activities include badminton, cross country, dorm bowling, golf, one-on-one basketball, soccer, swimming and diving, touch football, volleyball, tennis and table tennis. In the spring semester there are activities such as basketball, foul shooting, handball, raquetball, softball, box lacrosse, weight lifting, wrestling, horseshoes, and track and field.

Winners and finalists in team, individual, and dual sports in all leagues receive awards of gold or silver medals. First place finishers may opt for an "Intramural Champion" T-shirt. instead of the gold medal.

The ISR staff also offers special events throughout the year, such as the very popular Sports Trivia Bowl,
indoor soccer, arm wrestling and roller skating in the armory.

| | |
|---|---|
| Squash/Handball/Racquetball Court Reservations | x5264 |
| Volleyball/Indoor Tennis Court Reservations | x3124 |
| Golf Course | x2131 |
| Rec Check | x5454 |

books, Hornbake offers the 24 hour room on the ground floor. The Hornbake Library is open:

| | |
|---|---|
| Mon.–Thurs. | —8:00 a.m.–11:00 p.m. |
| Fri. | —8:00 a.m.–5:00 p.m. |
| Sat. | —10:00 a.m.–5:00 p.m. |
| Sun. | —12:00 noon–11:00 p.m. |

**Architecture Library**

The Architecture Library, located in room 1102 of the Architecture Building, is one of the major architectural school libraries in the nation. It houses over 17,500 volumes and subscribes to about 150 foreign and domestic periodicals.

**Art Library**

The Art Library, in room 2213 of the Art-Sociology Building, is the newest library facility on campus. The library features collections of material on art history, studio art and related arts as well as large collections of art reproductions and art exhibition catalogs.

**Engineering Library**

The Engineering and Physical Sciences Library is the largest of the University's specialized libraries. Situated in room 1300 of the Math Building, the library contains reading and research materials on topics of math, physics, computer science, earth science, and engineering plus a 500,000 piece technical report collection.

**White Memorial Library**

The White Memorial Library, in room 1526 of the Biochemistry Building, houses reading material about chemistry, microbiology, and related subjects.

## Outdoor Courts and Sports

When the sun is out and recreation is on your mind, there are many outdoor courts available on campus. For tennis buffs, the University has 38 courts. Fourteen can be found west of Cole Fieldhouse, eight on Valley Drive, eight east of the PERH Building, two east of the Main Dining Hall, and six south of Preinkert Fieldhouse. Only the Preinkert courts are unlighted.

Ten lighted basketball half-courts are located at the South Hill Quad, ten on the Byrd Stadium promenade, four in the Leonardtown Complex, two north of Cumberland Hall and two north of the Denton Complex

For the country club scene, the University offers a fine 18-hole, par 71 golf course west of Byrd stadium. The lighted driving range and

putting green are closed in the winter, but the course remains open all year. Nominal greens fees are charged, but you can't beat having your own course across the street. Limited equipment rentals are available.

## PACE

**1110 Student Union**
**454-4275**

The dilemma of getting the experience that's required to land a good job is being solved by the work of PACE (People Active in Community Effort).

For over eleven years, PACE has been matching University students with volunteer jobs in areas as diverse as mental health care and tutoring, providing students with practical experience and the satisfaction of helping and caring. In addition to finding volunteer jobs for students, PACE provides transportation to many of the projects.

Once again, students will have the opportunity to work with projects in areas which include mental health, rehabilitation, medical care, tutoring, geriatrics, and counseling. Those being served by PACE volunteers include Washington Hospital Center, Community Care Services, Sunshine Outreach Center, St. Elizabeths Hospital, and other Washington area service organizations.

PACE invites you to drop by or call, and let us tell you of the opportunities that we can offer you.

## PERH Building x2628

For sports enthusiasts on campus, the newly-completed Physical Education, Recreation and Health Building (North Gym), contains practically every athletic facility that one could imagine. This beautiful building, with its spacious, foliated mall and skylight domes, houses the College of Physical Education, Recreation and Health. It has two gymnasiums, 14 racquetball/handball courts, two squash courts, a gymnastics room, a weight training room, a matted room for wrestling and judo, as well as three multi-purpose rooms.
Access to facilities open may be gained by showing picture ID and current semester UMCP registration cards.

Because of the large demand for court space, reservations for squash, handball and racquetball courts should be made in advance by calling 454-5624. Basketball and volleyball courts can be reserved by calling 454-2628. Reservations are not necessary for the weightlifting machines and cycle stands which are available in the weight room Sunday through Friday from 5:00 p.m.-10:00 p.m.

Delta Phi Epsilon
4514 Knox Road, 864-9692

Delta Sigma Theta
3107 Main Dining Hall, 454-4952

Gamma Phi Beta
No. 9 Fraternity Row, 454-6089

Kappa Alpha Theta
No. 8 Fraternity Row, 454-6088

Kappa Delta
4601 College Ave., 864-9528

Kapa Kappa Gamma
7407 Princeton Ave., 277-1511

Phi Sigma Sigma
4531 College Ave., 927-9828

Pi Beta Phi
No. 12 Fraternity Row, 864-9436

Sigma Delta Tau
4516 Knox Road, 864-8803

Sigma Kappa
No. 10 Fraternity Tow, 927-6244

Zeta Phi Beta
1211 Student Union, 454-4952

## Student Entertainment Enterprises

Rock and roll, ballet, jazz, and lectures—these are all programs sponsored by Student Entertainment Enterprises. A student run organization, SEE provides UMCP students a chance to become involved with the planning and administration of one of the largest events promotion groups found on an American campus. If you want to be in on the decision-making, promoting, or be a more knowledgeable member of the audience, call SEE at 454-4546, or stop by their office at 1211G Maryland Student Union.

### Craft Center

The University's Craft Center, located on the ground floor of the Student Union, "is the place to make it."

The Center houses facilities for black and white photographic developing, a pottery lab, woodworking, silkscreening, weaving and more!

For those of you interested in learning these different crafts, the Craft Center offers a range of classes and workshops, from beginner to advanced. A supply store for art and craft materials is also available.

The facilities are open to all, students and faculty, staff and alumni, as well as the general public. A membership fee gives you full use of equipment and supplies or you can use the Craft Center on a per hour fee basis. Memberships are $15.00 for students and $25.00 general, per semester. The Craft Center is open:

Monday-Thursday, 12 noon until 10:00 p.m.
Friday, Saturday and Sunday, 12 noon-5:00 p.m.
Call the Craft Center for more information at 454-4754

### The Eatery

If you're in the mood for a restaurant type atmosphere complete with waitresses, then head down to the ground level of the Student Union.

You'll find a cluster of shops that include:

Roy Rogers
Dory's Sweet Shoppe
Weiner Works
Lamberghinis Pizza
Maryland Deli and Sandwich Shop

head around the corner to the Tortuga Room or What's Your Beef Restaurant. Their menu offers a wide variety and at very reasonable prices.

Right next door is Les Entrees. Here you can delight your tastebuds with Italian, Japanese, French, and other foreign foods.

And if you're into natural foods, then the Food Co-op is the place to go. You can pick up cheese, fresh produce, yogurt, nuts and their famous 'vegie' sandwich among other fresh foods for low prices.

Good news for those of you on meal plans. You can use your meal cards at Roy Rogers and the Tortuga Room. Check to see exactly how much your card is worth at each place.

Last, but not least, is the vending room down the hall from the movie theater. Its quick and has sandwich machines and microwave ovens so you can eat a hot meal.

*(Until 11:00 p.m. for handball, raquetball and squash)*

| | |
|---|---|
| Saturday | 10:00 a.m. — 10:00 p.m. |
| Sunday | 2:00 p.m. — 10:00 p.m. |

*(10:00 a.m.-10:00 p.m. for handball, raquetball and squash)*

## The Pub

If you'd like the opportunity to meet a lot of people and dance to the music of local, national and international bands, there is a place for you that is right on campus.

The Pub, conveniently located in the South Campus Dining Hall is open Thursday through Saturday. The doors open at 7:00 p.m.

Beer and wine are available.

## Sororities

Alpha Chi Omega
4525 College Avenue, 864-7044

Alpha Delta Pi
4603 College Avenue, 864-8146

Alpha Epsilon Phi
No. 11 Fraternity Row, 454-5982

Alpha Gamma Delta
4535 College Avenue, 864-9806

Alpha Kappa Alpha
3105 Main Dining Hall, 454-4952

Alpha Omicron Pi
4517 College Ave., 927-9871

Alpha Phi
7402 Princeton Ave., 927-0833

Alpha Xi Delta
4517 Knox Road, 927-1384

Delta Delta Delta
4604 College Ave., 277-9720

Delta Gamma
4518 Knox Road, 864-9880

## Student Government Association (SGA)

**1211D Student Union**
**454-2811, 454-5688**

Your Student Government Association is a body of elected students who serve as an umbrella organization for all student groups at UMCP. It is composed of the Legislative, Executive and Judicial Branch, who are chosen by general elections each fall.

This organization is responsible for protecting and voicing student interests, rights and concerns before the campus administration, the Board of Regents and the State Legislature. Student Government is also responsible for allocating your student activities fee to various student organizations which provide services to the campus.

Now you know what SGA is, but how do you get involved? Simple. Come by our office in the Student Union or call the office at 454-2811 or 454-5688. The extent of your involvement is limited only by your own personal desire. You can get involved with an established committee, or if you have an idea that would benefit the students you can start your own special project.

Student Government Association provides many services including the Record Co-op, the Student Legal Aid Office, State and local lobbying groups, the Finals Relief Center and the Star Center.

Through your involvement in Student Government, not only can you enhance your quality of education, but it will improve the quality of life here at College Park.

## Student Union

**Citizens Bank of Maryland**
**454-2827**

To make life a bit easier and safer, it's a good idea to open a checking account after you get settled. Citizens Bank of Maryland, situated across from Roy Rogers in the Student Union, is a full-service bank that offers free checking to students, faculty, and staff. For a slight fee, Citizens will cash checks for non-account holders.

Its lobby hours are Monday–Friday, 9:00 a.m.–2:00 p.m. with the lobby reopening on Friday from 4:30 p.m.–7:00p.m. The outside window will serve you until 7:00 p.m. The bank is also open on Saturday from 9:00 a.m.–12 noon.

**Game Rooms**

If you can't find anything to do between classes, head down to the basement level of the Student Union. You'll find pinball machines, computer games, billiards and a 10 pin bowling alley. And if those games don't interest you, then stop into the T.V. room adjacent to the bowling alley, and catch the soaps or challenge a friend in backgammon.

**Hoff Theater**
**454-2594**

Hoff Theater, located in the Student Union, is the place to go for inexpensive first rate movies, Tuesday–Sunday, for only $1.25 and I.D. for students.

On Friday and Saturday, you late night moviegoers can catch the featured midnight movie.

**Record Coop**
**454-5855**

The Record Coop, located in the ground floor of the Student Union, offers great music at the lowest prices in town.

If your taste runs from classical to New Wave, or anything in between, the Coop usually has what you're looking for.

Besides albums, the Record Coop offers recorded and blank tapes, various stereo equipment, posters and other 'music' related goods.

**Additional**
**Student Union Services**

In addition to the services listed above, you can have your questions answered at the information desk, purchase candy, news and tobacco products at the Union Shop or get your tickets at the Ticket Office next to the Record Coop. The Ticket Office houses a ticketron and handles tickets for all campus Special Events and concerts (sporting events not included).

## Terabac Room

**Cambridge Community Center**
**454-3020**

If the Pub isn't quite your style, or you're just in the mood for a quiet atmosphere, then head on over to the Terabac Room.

The Terabac Room offers a restaurant-night club atmosphere that includes live entertainment and dancing. Plus unique menu features such as quiche, crepes, fondue, sandwiches and salads at good prices. The bar also stocks a fine selection of beer and wine.

The Terabac Room is opened Tuesday, Wednesday, Thursday 8:00 p.m.-12 Midnight, Friday and Saturday 8:00 p.m.-2:00 a.m.

For an enjoyable evening of good food, music and friends, go to the Terabac Room.

Meal Cards can be used to purchase food.

The Terabac Room is closed Friday, Saturday and Sunday, except for special events.

## Theater

For a relaxing break from the grind of studies, a bit of culture might be just the right thing. University Theatre offers a varied state of four major shows in Tawes Theatre each year. There are also productions going on nearby in the Experimental Theatre and the Gallery Theatre with a diverse selection of shows. For those afflicted with the acting bug, all auditions, mainstage, E. T. and Gallery are "open" to all students and are usually announced in the *DIAMONDBACK*. If you'd rather just watch, admission for students is about $2.00 or $3.00.

## Washington, D.C.

### Transportation

Transportation seems to breakdown into two categories: the "haves" and the "have nots." The haves are those of you who are fortunate enough to have a car available to you. Since parking is so tight downtown in Washington, we suggest that you do not drive, if possible. The "have nots" then, are those of you who do not have a car available and were smart enough to adhere to our advice given above. Washington is blessed with a very reliable bus system and a subway system that is among the most modern in the world.

Your first trip downtown would be best accomplished on a weekend, since it is less crowded, and because the people downtown on weekends will be as lost as you (tourists). Start your trip by boarding a Metro-Bus in front of the Student Union (Route R-2 westbound) and stay on until Brookland Metro Station. The Metro-Bus stops in front of the Union every 60 minutes and will cost about $.50 on weekends. Make sure you bring plenty of change since the bus drivers do not make change.

Entering the Metro-Rail station may make you feel as if you have slipped ahead into the twilight zone. The Metro stations are all ultra-modern and very automated. In the entrance of every Metro station is a placard that details the Metro fare card systems. It is a three step process to obtain a Metro fare card. First find a fare card machine and insert one dollar bill into the machine (wrinkled dollars don't work well). Next select the fare card value you need (it will automatically show the amount you inserted). On weekends a $1.00 fare card will allow you a round trip excursion. The last step then, is to push the button on the right and remove your fare card. Use your fare card to enter the Metro system by inserting it into the gate with the green light and white arrow. Upon exiting the Metro system, insert card again and your card will be returned to you if there is money left on it.

### Smithsonian

Once on the Metro system at Brookland, you will need to travel on the Dupont Circle line (Red line) until you arrive at Metro Center. You will then get off at Metro Center and transfer to the Orange Line going towards New Carrollton or on the Blue Line towards Stadium Armory. Once having transferred lines, disembark at the Smithsonian exit, and you will find yourself smack in the middle of all the museums, the White House, Washington Monument, and the Capitol. First priority should be a perusal of some of the museums that interest you. The Smithsonian Institute is not one building, but a series of over ten different museums. A place to start might be the Air and Space Museum, which contains incredible displays of aviation and space history, as well as a planetarium, and two films "To Fly" and the "Living Planet" which are spectacular scenic voyages around our globe on a five story high screen. These two films are an absolute must for Washington explorers.

Another Smithsonian must is the East Wing in the National Gallery of Art. Construction was completed on this architectural wonder in 1978. A walk around this building, with its moving sidewalk, indoor waterfall, and perhaps a bite to eat in their excellent cafeteria will highlight any trip to the Smithsonian.

No matter what part of the Smithsonian you visit, a fun and enjoyable day is yours, . . . but only if you do it. The Smithsonian is never as great when you listen to someone *tell* you what a great day *they* had.

### Happy Hours and Restaurants

Washington is famous for both its fantastic restaurants and its wide variety of nightspots.

Perhaps the greatest concentration of excellent restaurants, bars, and shops is in Georgetown. The heart of Georgetown is located on Wisconsin and M Streets downtown. Georgetown is largely a walking experience, with thousands of people on a sunny afternoon or a clear Friday night wandering from place to place. Unlike the rest of Washington, it is easiest to drive into Georgetown and park as near as possible to the corner of Wisconsin and M Street.

There are many other areas that offer quality establishments that serve a variety of food and refreshments. Connecticut Avenue north and south of Dupont Circle (Metro Rail station) is famous for its sandwich shops, movie theaters and restaurants. Another excellent area is on Pennsylvania Avenue north of the Capitol south Metro stop. This area fondly called "Capitol Hill" has many ethnic restaurants where the executive crowd from Washington hangs out. Who knows you might even bump into a Senator.

## WMUC

The University of Maryland has two student operated, managed, and maintained radio stations. WMUC-AM is 65 on the AM dial and WMUC-FM is 88.1 on the FM dial. Both stations offer a variety of special programming during the week. On WMUC-FM between 10:00 a.m. - 12 noon weekdays is the Jazz special, 12noon - 2 p.m. is Yesternow, a minority cultural affairs show. Weekdays on WMUC AM & FM at 6:00 p.m. - 7:00 p.m. is community affairs special programming where issues relevant to students, faculty, and residents in the surrounding communities are broadcast.

WMUC radio has one of the largest record libraries in the area and regularly accepts request for music selections. The FM station's musical format is primarily composed of progressive rock and the AM station broadcasts contemporary album rock. WMUC covers campus, local, national and international news as well as a wide range of Maryland sporting events.

Auditions for DJ's and other staff positions are held at the beginning of each semester.

# How to . . .

## Add-Drop

Add-Drop is the University's terminology for the process by which you may adjust your course schedule by either adding a particular course or dropping a course from your schedule. For each course that you add or drop you must complete a "Registration and Schedule Adjustment Form." As a new student in the University, there are three times when you will have opportunities to use these forms. The first is while attending Orientation registration during the summer. The second is the beginning of every semester when the Armory is open for registration by all students. The final time period is the first ten class days of every semester, called "Schedule Adjustment Period" where you may drop-add your courses freely without penalty. Questions about the use of the add-drop forms or process may be addressed to the Registrations Counter.

## Armory Registration

Several days before the start of classes each semester, the Armory is open for general course registration. The date and time of your entrance into the Armory is determined by your status (non-preregistered, partially registered, reinstated, etc.) and the first four letters of your last name. A more complete description of this is offered in the Schedule of Classes. Armory registration process, we must warn you, can be a very intimidating experience due to its sheer size, however, there are information booths available and personnel from the Registrations Office and Orientation that are willing to help make the experience an easier one for you.

## Cancellation of Registration

If you should decide not to attend classes for the coming semester, you may wish to cancel your registration. If you are preregistered or registered for classes and you request a cancellation of your registration before the first day of classes begin, you will receive a full refund of your tuition fees. Your cancellation request must be received in writing by:

Office of Registration–Withdrawal Office–
Room 1130 North Administration Building,
University of Maryland
College Park, Maryland 20742.

Second, if no waiting list is available, find out from the department representative if this particular course has had any drops at all. If someone dropped it before someone will probably drop in the future. Your next step then, is to periodically get back in line to see if any spaces have opened up.

The third and final option is to wait until the first day of classes and take your case to the course instructor. Chances are that if the room physically has seats available he will look favorably to adding a student to his section. Conversely if the students are hanging from every available rafter you will probably have to wait until next semester.

## Division/College/Major Changes

Division, college and major changes may be made at any time, the only restrictions being Board of Regents limitations on enrollment.

Forms to initiate these changes are available at all division and college offices and at the Registrations Office, located on the first floor lobby in the North Administration Building.

Refer to the organizational chart in the Schedule of Classes to verify that you have processed all the necessary changes and are using the correct codes.

## Motor Vehicle Registration

### Who?

All commuters are eligible, plus junior and senior residents. *Please note* . . . freshmen and sophomores who have 55 credits or less and who reside on campus *may not* operate or register a vehicle on campus unless an exception is granted . . . information available at the Motor Vehicle Administration Office, Service Building, South Wing.

### Parking Tickets

At Maryland, it not only rains and snows, but it *tickets*. Yellow slips of paper magically fall from the sky and lodge themselves between your wiper blades and windshield. Should this happen to you (in four years it's bound to occur), you'll have to pay a fine.

If, however, you feel undeserving of the ticket, appeal it! Meter Violations and/or Towing Fees incurred are *NOT appealable*. The Judicial Programs Office has a ticket appeal process that you can pursue. To appeal, go to the Traffic Appeals Office (second floor, North Administration Building) and fill out an appeal form. They must be completed and returned to the office within 10 calendar days of the date on the ticket.

A student board will review your appeal and do one of three things: (1) void the ticket, (2) lower the fine, or (3) deny the appeal. They will never raise the fine. If your ticket was due to a meter violation, it must be handled at the Motor Vehicle Office.

## Preregistration

Students have an opportunity to preregister for the next semester's courses near the end of every semester. To preregister, pick up a Schedule of Classes provided at various buildings on campus, such as the Student Union, McKeldin or Hornbake Libraries.

Next pick up your preregistration form at your department, fill it out and return it before the specified deadline. (Prior to preregistration, it is a good idea to see your advisor.)

Preregistering has several advantages. First, it gives you an opportunity to register for the courses you really need, and avoid the necessity of going to the Armory, which can be quite a bit more complicated.

## Snow Days

The University has a strict policy concerning snow days. The campus closes its doors only when snow conditions make it hazardous for commuting students and staff to drive to campus.

**ceived** before end of the first day of classes will be honored, it would be a good idea to send this request by registered mail. After the deadline for cancellation is past, you must withdraw from the University. You are entitled to a refund, but the amount you get back depends on when you process your withdrawal. After approximately a month of classes, you will receive no refund. For more information, call the Withdrawal/Re-Enrollment Office at 454-2734 or see the Schedule of Classes.

## Changing Your Address

Students who want to change their local mailing address or permanent address can do so any time during the semester.

Address change forms are available at the following places:

Division of Business Services
Address Unit
Room 1121 or 1103, South Administration Building
Monday, Tuesday, Thursday and Friday — 8:30 a.m. - 4:15 p.m.
Wednesday — 8:30 a.m. - 7:00 p.m.

Registrations Counter
1st Floor Lobby, North Administration Building
Monday, Tuesday, Thursday and Friday — 8:00 a.m. - 5:00 p.m.
Wednesday — 8:00 a.m. - 7:00 p.m.

Dean's or Provosts Offices
Open 8:30 a.m. to 4:30 p.m., Monday - Friday

S.T.A.R. Center
Room 1122 Student Union
Open 9:00 a.m. to 4:00 p.m., Monday — Friday

## Closed Courses

"Sorry, this course is closed!" This sentence spoken by a department representative can be the most feared that a new student may encounter at the University. Your reasons for *"really, really"* needing this course are all probably valid, but the fact is there are no more seats left in the course. So..., what can you do? There are several options available to you.

First, if the course is closed, find out if there is a waiting list and get on it. If there is no waiting list, ask the department representative if they would start one.

**When?**

During the period of July 1, 1982 through August 27, 1982, 8:30 a.m. to 4:15 p.m., Monday through Friday, MVA Office on campus

or

Reckord Armory—August 30 and 31, 1982, 8:30 a.m. to 6:00 p.m. MVA Office—September 1–September 10, 1982, 8:30 a.m. to 6:00 p.m.

or

Monday, September 13, 1982 and later, Motor Vehicle Administration Office, Service Building, South Wing, 8:30 a.m. to 4:15 p.m.

**How?**

Bring *current* state registration card for each vehicle to be registered. You cannot register your vehicle without this document and a student I.D. card.

**How much?**

Registration fee is $15.00 for first vehicle and $3.00 for each additional vehicle. Vehicle registration charges may be included on student bill during Armory registration *only*. When vehicles are registered at any other time or place, cash or check payment is required at time vehicle is registered.

For a complete picture of the Motor Vehicle scene, be sure to pick up a copy of, *and read,* the Campus Traffic Rules and Regulations when you receive your parking decals. A general rule to follow is to park between two (2) white lines in your assigned area or designated overflow area (Lot 4).

**Parking Alternatives**

The University of Maryland provides a shuttle bus service that will take you from your off-campus apartment to the middle of campus. The Office of Commuter Affairs, located in the Student Union, has complete shuttle bus information. If you wish to use a Metro bus, the Information Desk in the Student Union has all route and time schedules.

Carpooling is another alternative at Maryland, and it has its advantages. Along with the savings on gas and its cost, you could have the privilege of parking in a centrally located faculty lot. Only three people are necessary for a carpool. Further information can be obtained at the Office of Commuter Affairs.

If you are going to be driving on campus and are not in a carpool, it would be wise to arrive at your assigned lot about 20 minutes before class. If you can't park in your assigned lot because it's full, don't panic, Lot 4 serves an an overflow lot throughout the semester.

local radio show and listen to find out if the University is listed with all the other closings.

Remember that the University of Maryland, College Park must be specified as all five campuses make independent decisions.

## Transcripts

**Registrar's Office,**
**Main Desk First Floor,**
**North Administration Building**
**454-5559**

Official transcripts can be requested at the Main Desk of the Registrar's Office for a $2 fee. Any outstanding bills (such as parking tickets or library fines) must be paid to get your transcript. Allow three to five days for your transcript to be mailed out.

Unofficial transcripts can be obtained for advisement purposes from the divisional and college offices.

## Withdrawal from the University

If you are a registered or preregistered student and decide not to attend classes for the coming semester, and it is after the first day of classes, you must withdraw from the University. Withdrawal forms may be obtained from the Withdrawal/Re-Enrollment Office, Room 1130 North Administration, University of Maryland, College Park, Maryland 20742. The forms must then be returned by mail or in person. The withdrawal becomes effective on the date the form is filed with the Office of Registrations. This date will effect the amount of money refunded to you. Further information concerning the amount of your refund is included in the Schedule of Classes or can be obtained by calling the Withdrawal/Re-Enrollment Office at 454-2734.

Additionally, if you are on a meal plan you must cancel your board contract in writing at the Dining Services Business office 0150 South Campus Dining Hall.

# Instant Info

| Need | Place | Phone |
|---|---|---|
| **ACADEMIC ADVISEMENT** | | |
| 1. Declared Majors | 1. See Schedule of Classes | x3040 or |
| 2. Undeclared | 2. Undergraduate Advisement Center, Room 3151 Hornbake Library | x2733 |
| **ATHLETIC DEPARTMENT** | Cole Field House | x4705 |
| **BILLS PAID** | | |
| 1. General University | Div. of Business Services | x4831 |
| 2. Housing | South Admin. | x2711 |
| **BOOKS** | | |
| University Book Store | Student Union Bldg. | x3222 |
| Book Exchange | College Ave. & Rt. 1 | 927-2510 |
| **CAMPUS EVENTS** | | |
| SEE | Student Union 0235 | x4546 |
| SUPC | Student Union 1221 | x4987 |
| SU Information | | x2801 |
| **CAREER INFORMATION** | Career Development Center, 3rd Floor, Hornbake Library | x2813<br>x4737 |
| **CARPOOL MEMBERS OR INFORMATION** | Office of Commuters Affairs, SU 1195 | x5275 |
| **CHECKS CASHED** | 1. Citizens Bank Ground Floor, SU<br>2. Albrechts<br>3. Varsity Grill | x2827 |
| **CONSUMER ADVOCATE** | | xFOOD |
| **COUNSELING** (educational, emotional-social, vocational) | 1. Counseling Center, Shoemaker Building | x2931 |
| | 2. Career Development Center, Hornbake Library | x2813 |
| **COURSE OFFERINGS** | 1. Undergraduate Catalog<br>2. Schedule of Classes | |

| Need | Place | Phone |
|---|---|---|
| **DIAMONDBACK** | 3rd Floor Main Dining Hall | x4325 |
| **DUPLICATING SERVICES** | | |
| 1. University Printing Service Building Area | | x3128 |
| 2. Physics Duplicating Services Z1201 Physics Building | | x2950 |
| 3. Copying Service | | |
| B0101 McKeldin Library | | x6366 |
| B0202 Hornbake Library | | x6192 |
| **ESCORT SERVICE** | On-Campus Only | x5807 |
| **EXAMINATION REGULATIONS, RATIONALE, AND SCHEDULE** | Undergraduate Catalog | |
| **FINANCIAL AID** | 2130 North Admin. | x3046 |
| **FOOD SERVICES** | 1144 S. Campus D.H. | x2902 |
| **GENERAL POLICY OF THE REGULATIONS** | See Rules Section of Handbook | |
| **GENERAL UNIVERSITY REQUIREMENTS** | Undergraduate Catalog | x4509 |
| | 1119 Main Admin. | |
| | Dr. Schoenberg 1115 Hornbake Library | x2530 |
| **GRADING SYSTEM EXPLANATION** | Undergraduate Catalog | |
| **GRADUATION REQUIREMENTS** | Undergraduate Catalog | |
| **HEALTH CENTER** | | |
| 1. Information and Emergencies | Health Center, Campus Drive | x3444 |
| 2. Appointments | | x4923 |
| 3. Mental Health | | x4925 |
| 4. Women's Health | | x4921 |

| Need | Place | Phone |
|---|---|---|
| 5. Health Education | | x4922 |
| **HONORS PROGRAM (GENERAL)** | 0110 Hornbake Library | x2532 |
| **HOUSING** | | |
| 1. Off-Campus | Office of Commuter Affairs 1195 SU | x5275 |
| 2. On-Campus | Office of Resident Life 3rd Floor, North Admin. | x2711 |
| 3. Greek | 1191 SU | x5605 |
| **ID CARD** | 1130 North Admin. | x5365 |
| **INFORMATION** | | |
| 1. Campus Directory | | x3311 |
| 2. Dial-an-Event | | x4321 |
| 3. Campus Information Center | Student Union | x2801 |
| 4. Campus Sports & Recreation | | x5454 |
| **INTERNATIONAL EDUCATION SERVICES** | 2115 North Admin. | x3043 |
| **INTERNSHIP/FIELD EXPERIENCE** | Experiential Learning 0119 Hornbake Library | x4767 |
| **INTRAMURAL ATHLETIC INFORMATION** | Men: 1104 Armory<br>Women: 122 Preinkert Field House | x3124<br>x2628 |
| **LAUNDRY FACILITIES** | In the dorms<br>Down on Rt. 1. | |
| **LEGAL AID** | Legal Aid For Students 1112 SU | x2847 |
| **LIBRARIES** | Hornbake (UGL)<br>McKeldin | x4737<br>x2853 or x5704 |
| **LIQUOR LICENSE** | Hyattsville Courthouse 5012 Rhode Is. Ave. Hyattsville, Md. | 699-2720 |
| **LOST AND FOUND** | Campus Police<br>SU Main Desk<br>Diamondback | x3555<br>x2801<br>x2351 |

| Need | Place | Phone |
|---|---|---|
| **PARKING TICKETS** | SU | |
| Pay | Motor Vehicle Office | x4242 |
| Appeal | Table outside Judiciary Office 2108 North Admin. | x2927 |
| **OFFICE OF MINORITY STUDENT EDUCATION (OMSE)** | 3151 Hornbake Library | x4801 |
| **POST OFFICES** | Lobby above SU University Book Center<br>University Post Office, General Services Building<br>For off-campus see handbook | x3955 |
| **READING IMPROVEMENT** | RSSL 2101 Shoemaker Building | x2935 |
| **ROOM RESERVATIONS** | 1136 SU | x2801 |
| **SHUTTLE BUS** | | x5375 or x5841 |
| **STUDENT GOVERNMENT INFORMATION** | 1211D SU | x2811 or x5688 |
| **STUDENT ORGANIZATIONS INFO** | Handbook<br>The Office of Campus Activities<br>Student Government Association | <br><br>x5605<br>x2811 |
| **STUDENT UNION (SU)** (movies, bowling, food, meeting rooms) | | x2801 |
| **STUDY SKILLS IMPROVEMENT** | RSSL 2101 Shoemaker Building<br>Counseling Center Shoemaker Building<br>Hornbake Library | x2935<br>x2931<br>x4737 |
| **SUMMER SESSION INFO** | Turner Lab | x3347 |
| **TICKETS** | Athletic: Cole Field House<br>0104 Student Union<br>Tawes Fine Arts | x2121<br>x2803<br>x2201 |

| Need | Place | Phone |
|---|---|---|
| **TRAFFIC RULES AND REGULATIONS** | See Rules Section of Handbook | |
| **TRANSCRIPTS** | Registrar's Office<br>Main Desk, First Floor<br>North Admin. | x5559 |
| **TRANSPORTATION** | | |
| 1. Rides | Ride Board Student Union | |
| 2. Carpool | Office of Commuter Affairs<br>1195 SU | x5275 |
| 3. Around Campus | Shuttle Bus | x5841 or x5375 |
| 4. Metro Transit Buses | In front of Cole Field House | 637-2437 |
| 5. Greyhound | Yale Ave. (1 blk. South Rt. 1) | 927-0047 |
| 6. Shuttle for Handicapped | Just call | x5375 |
| **TUTORING** | Star Center<br>Main Lobby, SU | x4948 |
| | RSSL<br>2101 Shoemaker Building | x2935 |
| **UNDERGRADUATE PROGRAMS** | Undergraduate Catalog | |
| **UNIVERSITY STUDIES PROGRAM** | Dr. Schoenberg<br>1115 Hornbake Library | x2530 |
| **VETERANS ASSISTANCE** | 1130 North Admin. | x5276 |
| **VOLUNTEER SERVICES** | 0119 Hornbake Library | x4767 |
| **WMUC** | 65 on the AM dial<br>3rd Floor Main Dining Hall | x2743 |
| **YEARBOOK** | 3101 Main Dining Hall | x2230 |

## Other V.I.P. numbers

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# Resolution on Academic Integrity

WHEREAS, it is the responsibility of the University of Maryland to maintain integrity in teaching and learning as a fundamental principle on which a university is built; and

WHEREAS, all members of the university community share in the responsibility for academic integrity; therefore

BE IT RESOLVED, that the University of Maryland Board of Regents hereby adopts the following Statement of Faculty, Student and Institutional Rights and Responsibilities for Academic Integrity.

## Statement of Faculty, Student and Institutional Rights and Responsibilities for Academic Integrity

### Preamble

At the heart of the academic enterprise are learning, teaching, and scholarship. In universities these are exemplified by reasoned discussion between student and teacher, a mutual respect for the learning and teaching process, and intellectual honesty in the pursuit of new knowledge. In the traditions of the academic enterprise, students and teachers have certain rights and responsibilities which they bring to the academic community. While the following statements do not imply a contract between the teacher or the University and the student, they are nevertheless conventions which the University believes to be central to the learning and teaching process.

### Faculty Rights and Responsibilities

1. Faculty shall share with students and administration the responsibility for academic integrity.
2. Faculty are accorded freedom in the classroom to discuss subject matter reasonably related to the course. In turn they have the responsibility to encourage free and honest inquiry and expression on the part of students.
3. Faculty are responsible for the structure and content of their courses, but they have the responsibility to present courses that are consistent with their descriptions in the University catalog. In addition, faculty have the obligation to make students aware of the expectations in the course, the evaluation procedures, and the grading policy.
4. Faculty are obligated to evaluate students fairly and equitably in a manner appropriate to the course and its objectives. Grades shall be assigned without prejudice or bias.
5. Faculty shall make all reasonable efforts to prevent the occurrence of academic dishonesty through the appropriate design and administration of assignments and examinations, through the careful safeguarding of course materials and examinations, and through regular reassessment of evaluation procedures.
6. When instances of academic dishonesty are suspected, faculty shall have the right and responsibility to see that appropriate action is taken in accordance with University regulations.

### Student Rights and Responsibilities

1. Students shall share with faculty and administration the responsibility for academic integrity.
2. Students shall have the right of inquiry and expression in their courses without prejudice or bias. In addition, students shall have the right to know the requirements of their courses and to know the manner in which they will be evaluated and graded.
3. Students shall have the obligation to complete the requirements of their courses in the time and manner prescribed and to submit to evaluation of their work.
4. Students shall have the right to be evaluated fairly and equitably in a manner appropriate to the course and its objectives.
5. Students shall not submit as their own work any work which has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, typing assistance, or such assistance as may be specified or approved by the instructor is allowed.
6. Students shall make all reasonable efforts to prevent the occurrence of academic dishonesty. They shall by their own example encourage academic integrity and shall themselves refrain from acts of cheating and plagiarism or other acts of academic dishonesty.
7. When instances of academic dishonesty are suspected, students shall have the right and responsibility to bring this to the attention of the faculty or other appropriate authority.

### Institutional Responsibility

1. Campuses or appropriate administrative units of the University of Maryland shall take appropriate measures to foster academic integrity in the classroom.
2. Campuses or appropriate administrative units shall take steps to define acts of academic dishonesty, to insure procedures for due process for students accused or suspected of acts of academic dishonesty, and to impose appropriate sanctions on students guilty of acts of academic dishonesty.
3. Campuses or appropriate administrative units shall take steps to determine how admission or matriculation shall be affected by acts of academic dishonesty on another campus or at another institution. No student suspended for disciplinary reasons at any campus of the University of Maryland shall be admitted to any other University of Maryland campus during the period of suspension.

AND, BE IT FURTHER RESOLVED, that campuses or appropriate administrative units of the University of Maryland will publish the above Statement of Faculty, Student and Institutional Rights and Responsibilities for Academic Integrity in faculty handbooks and in student handbooks and catalogs; and

BE IT FURTHER RESOLVED, that the Board of Regents hereby directs each campus or appropriate administrative unit to review existing procedures or to implement new procedures for carrying out the institutional responsibilities for academic integrity cited in the above Statement; and

BE IT FINALLY RESOLVED, that the Board of Regents hereby directs each campus or appropriate administrative unit to submit to the President or his designee for approval the campus' or unit's procedure for implementation of the institutional responsibility provisions of the above Statement.

May 8, 1981

# CODE OF STUDENT CONDUCT
## Adopted by the board of Regents
## January 25, 1980

### Rationale

1. The primary purpose for the imposition of discipline in the University setting is to protect the campus community. Consistent with that purpose, reasonable efforts will also be made to foster the personal and social development of those students who are held accountable for violations of University regulations. [1]

### Definitions

2. When used in this code. [2]
   (a) the term "aggravated violation"means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal University or University sponsored activities.
   (b) the term "cheating" means intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
   (c) the term "distribution" means sale or exchange for personal profit.
   (d) the term "fabrication" means intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
   (e) the term "group" means a number of persons who are associated with each other and who have not complied with University requirements for registration as an organization.
   (f) the terms "institution" and "University" mean the University of Maryland at College Park.
   (g) the term "organization" means a number of persons who have complied with University requirements for registration.
   (h) the term "plagiarism" means intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.
   (i) the term "reckless' means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal University or University sponsored activities. [3]
   (j) the term "student" means a person taking or auditing courses at the institution either on a full or part-time basis. [4]
   (k) the term "University premises" means buildings or grounds owned, leased, operated, controlled or supervised by the University.
   (l) the term "weapon" means any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, switchblade knives, knives with blades five or more inches in length, and chemicals such as "Mace" or tear-gas.
   (m) the term "University sponsored activity" means any activity on or off campus which is initiated, aided, authorized or supervised by the University.
   (n) the terms "will" or "shall" are used in the imperative sense.

### Interpretation of Regulations

3. Disciplinary regulations at the University are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

### Inherent Authority

4. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. [5]

### Student Participation

5. Students are asked to assume positions of responsibility in the University judicial system in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the University administration and in the Board of Regents.

### Standards of Due Process

6. Students subject to expulsion, suspension [6] or disciplinary removal from University housing [7] will be accorded a judicial board hearing as specified in part 28 of this code. Students subject to less severe sanctions will be entitled to an informal disciplinary conference [8], as set forth in parts 30 and 31.

7. The focus of inquiry in disciplinary proceedings shall be the guilt of innocence or those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent or the Univeristy may result. [9]

### Violations of Law and Disciplinary Regulations

8. Students may be accountable to both civil authorities and to the University for acts which constitute violations of law and of this code.[10] Disciplinary action at the University will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

### Prohibited Conduct

9. The following misconduct is subject to disciplinary action:
   (a) intentionally or recklessly causing physical harm to any person on University premises or at University sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm.
   (b) unauthorized use, possession or storage of any weapon on University premises or at University sponsored activities.
   (c) intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency on University premises or at University sponsored activities.

(d) intentionally or recklessly interfering with normal University or University sponsored activities, including, but not limited to, studying, teaching, research, University administration, or fire, police or emergency services.

(e) knowingly violating the terms of any disciplinary sanction imposed in accordance with this code.

(f) Intentionally or recklessly misusing or damaging fire safety equipment.

(g) unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug [11] on University premises or at University sponsored activities.

(h) intentionally furnishing false information to the University.

(i) forgery, unauthorized alteration, or unauthorized use of any University document or instrument of identification.

(j) all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty and plagiarism. (Allegations of academic dishonesty are processed in accordance with the procedures set forth in graduate and undergraduate catalogs.)

(k) intentionally and substantially interfering with the freedom of expression of others on University premises or at University sponsored activities. [12]

(l) theft of property or of services on University premises or at University sponsored activities; knowing possession of stolen property on University premises or at University sponsored activities.

(m) intentionally or recklessly destroying or damaging the property of others on University premises or at University sponsored activities.

(n) failure to comply with the directions of University officials, including campus police officers, acting in performance of their duties.

(o) violation of published University regulations or policies, as approved and complied by the Vice Chancellor for Student Affairs. [13] Such regulations or policies may include the residence hall contract, as well as those regulations relating to entry and use of University facilities, sale or consumption of alcoholic beverages, use of vehicles* and amplifying equipment, campus demonstrations, and misuse of identification cards.

(p) use or possession of any controlled substance or illegal drug on University premises or at University sponsored activities. [14]

(q) unauthorized use or possession of fireworks on University premises.

* Parking and Traffic Violations may be processed in accordance with procedures established by the Vice Chancellor for Student Affairs.

**Sanctions**

10. Sanctions for violations of disciplinary regulations consist of:

(a) EXPULSION: permanent separation of the student from the University. Notification will appear on the student's transcript. The student wil also be barred from University premises. (Expulsion requires administrative review and approval by the Chancellor and may be altered, deferred or withheld.)

(b) SUSPENSION: separation of the student from the University for a specified period of time. Permanent notification will appear on the student's transcript. The student shall not participate in any University sponsored activity and may be barred from University premises. Suspended time will not count against any time limits of the Graduate School for completion of a degree. (Suspension requires administrative review and approval by the Vice Chancellor for Student Affairs and may be altered, deferred or withheld.)

(c) DISCIPLINARY PROBATION: the student shall not represent the University in any extracurricular activity or run for or hold office in any student group or organization. Additional restrictions or conditions may also be imposed. Notification will be sent to appropriate University offices, including the Office of Campus Activities.

(d) DISCIPLINARY REPRIMAND: the student is warned that further misconduct may result in more severe disciplinary action.

(e) RESTITUTION: the student is required to make payment to the University or to other persons, groups, or organizations for damages incurred as a result of a violation of this code.

(f) OTHER SANCTIONS: other sanctions may be imposed instead of or in addition to those specified in sections (a) through (e) of this part. For example, students may be subject to dismissal from University housing for disciplinary violations which occur in the residence halls. Likewise, students may be subject to restrictions upon or denials of driving privileges for disciplinary violations involving the use or registration of motor vehicles. Work or research projects may also be assigned.

11. Violations of sections (a) through (g) in part nine of this code may result in expulsion from the University, [15] unless specific and significant mitigating factors are present. Factors to be considered in mitigation shall be the present demeanor and past disciplinary record of the offender, as well as the nature of the offense and the severity of any damage, injury, or harm resulting from it.

12. Violations of sections (h) through (l) in part nine of this code may result in suspension from the University, unless specific and significant mitigating factors as specified in part eleven are present.

13. Repeated or aggravated violations of any section of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as may be appropriate.

14. Attempts to commit acts prohibited by this code shall be punished to the same extent as completed violations. [16]

### Interim Suspension [17]

15. The Vice Chancellor for Student Affairs or a designee may suspend a student for an interim period pending disciplinary proceedings or medical evaluation, such interim suspension to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on the University campus poses a substantial threat to himself or to others or to the stability and continuance of normal University functions.

16. A student suspended on an interim basis shall be given an opportunity to appear personally before the Vice Chancellor for Student Affairs or a designee within five business days from the effective date of the interim suspension in order to discuss the following issues only:
    (a) the reliability of the information concerning the student's conduct, including the matter of his identity;
    (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the University campus poses a substantial threat to himself or to others or the stability and continuance of normal University functions.

### The Judicial Programs Office

17. The Judicial Programs Office directs the efforts of students and staff members in matters involving student discipline. The responsibilities of the office include:
    (a) determination of the disciplinary charges to be filed pursuant to this code.
    (b) interviewing and advising parties [18] involved in disciplinary proceedings.
    (c) supervising, training, and advising all judicial boards.
    (d) reviewing the decisions of all judicial boards. [19]
    (e) maintenance of all student disciplinary records.
    (f) development of procedures for conflict resolution.
    (g) resolution of cases of student misconduct, as specified in parts 30 and 31 of this code.
    (h) collection and dissemination of research and analysis concerning student conduct.
    (i) submission of a statistical report each semester to the campus community, reporting the number of cases referred to the office, the number of cases resulting in disciplinary action, and the range of sanctions imposed. [20]

### Judicial Panels

18. Hearings or other proceedings as provided in this code may be held before the following boards or committees:
    (a) CONFERENCE BOARDS, as appointed in accordance with part 31 of this code.
    (b) RESIDENCE BOARDS, as established and approved by the Vice Chancellor for Student Affairs. [21] Students residing in group living units owned, leased, operated or supervised by the University may petition the Vice Chancellor for authority to establish judicial boards. Such boards may be empowered to hear cases involving violations of this code, as prescribed by the Vice Chancellor for Student Affairs.
    (c) THE CENTRAL BOARD hears cases involving disciplinary violations which are not referred to Residence Boards or resolved in accordance with parts 30 and 31 of this code. The Central Board is composed of five full-time students, including at least two graduate students.
    (d) THE APPELLATE BOARD hears appeals from Residence boards, the Central Board, and ad hoc boards, in accordance with part 39 of this code. The Appellate Board is composed of five full-time students, including at least two graduate students.
    (e) AD HOC BOARDS may be appointed by the Director of Judicial Programs when a Conference Board, a Residence Board, The Central Board, the Appellate Board or the Senate Adjunct Committee are unable to obtain a quorum or are otherwise unable to hear a case. [22] Each ad hoc board shall be composed of three members, including at least one student.
    (f) THE SENATE COMMITTEE ON STUDENT CONDUCT hears appeals as specified in part 38 of this code. The committee also approves the initial selection of all judicial board members, except members of conference and ad hoc boards. [23]

19. The presiding officer of each judicial board and of the Senate Committee on Student Conduct may develop bylaws which are not inconsistent with any provision in this code. Bylaws must be approved by the Director of Judicial Programs. [24]

### Selection and Removal of Board Members

20. Members of the various judicial boards are selected in accordance with procedures developed by the Director of Judicial Programs.

21. Members of conference and ad hoc boards are selected in accordance with parts 31 and 18 (e), respectively.

22. Prospective members of the Central Board and the Appellate Board are subject to confirmation by the Senate Commmittee on Student Conduct.

23. Members of the Senate Committee on Student Conduct are selected in accordance with the bylaws of the University Senate.

24. Prior to participating in board or committee deliberations, new members of the Senate Committee on Student Conduct and of all judicial boards, except conference and ad hoc boards, will participate in one orientation session offered at least once each academic year by the Judicial Programs Office.

25. Student members of any judicial board or committee who are charged with any violation of this code or with a criminal offense [25] may be suspended from their judicial positions by the Director of Judicial Programs during the pendency of the charges against them. Students convicted for any such violation or offense may be disqualified from any further participation in the University judicial system by the Director of Judicial Programs. Additional grounds and procedures for removal may also be set forth in the bylaws of the various judicial panels.

### Case Referrals

26. Any person [26] may refer to a student or a student group or organization suspected of violating this code to the Judicial Programs Office. Persons making such referrals are required to provide information pertinent to the case and will normally be expected to appear before a judicial board as the complainant. [27]

### Deferral of Proceedings

27. The Director of Judicial Programs may defer disciplinary proceedings for alleged violations of this code for a period not to exceed ninety days. Pending charges may be withdrawn thereafter, dependent upon the good behavior of the respondent.

### Hearing Referrals

28. Staff members in the Judicial Programs Office will review case referrals to determine whether the alleged misconduct might result in expulsion, suspension, or disciplinary removal from University housing. [28] Students subject to those sanctions shall be accorded a hearing before the appropriate judicial board. All other cases shall be resolved in the Judicial Programs Office after an informal disciplinary conference, as set forth in parts 30 and 31 of this code.
29. Students referred to a judicial board hearing may elect instead to have their case resolved in accordance with parts 30 and 31. The full range of sanctions authorized by this code may be imposed, although the right of appeal shall not be applicable.

### Disciplinary Conferences [29]

30. Students subject to or electing to participate in a disciplinary conference in the Judicial Programs Office are accorded the following procedural protections:
    (a) written notice of charges at least three days prior to the scheduled conference.
    (b) reasonable access to the case file [30] prior to and during the conference.
    (c) an opportunity to respond to the evidence against them and to call appropriate witnesses in their behalf.
    (d) the right to be accompanied and assisted by a representative, in accordance with Part 33 of this code.
31. Disciplinary conferences shall be conducted by the Director of Judicial Programs or a designee. [31] Complex or contested cases may be referred by the Director to a conference board, consisting of one member of the Central Board, one member of the Appellate Board, and a staff member in the Division of Student Affairs. Conference Board members shall be selected on a rotating basis by the Director of Judicial Programs.

### Hearing Procedures

32. The following procedural guidelines shall be applicable in disciplinary hearings:
    (a) respondents shall be given notice of the hearing date and the specific charges against them at least five days in advance and shall be accorded reasonable access to the case file, which will be retained in the Judicial Programs Office.
    (b) the presiding officer of any board may subpoena witnesses upon the motion of any board member or of either party and shall subpoena witnesses upon request of the board advisor. Subpoenas must be approved by the Director of Judicial Programs and shall be personally delivered or sent by certified mail, return receipt requested. University students and employees are expected to comply with subpoenas issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities. [32]
    (c) respondents who fail to appear after proper notice will be deemed to have plead guilty to the charges pending against them.
    (d) hearings will be closed to the public, except for the immediate members of the respondent's family and for the respondent's representative. An open hearing may be held, in the discretion of the presiding officer, if requested by the respondent.
    (e) the presiding officer of each board shall exercise control over the proceedings to avoid needless consumption of time and to achieve the orderly completion of the hearing. Except as provided in section (o) of this part, any person, including the respondent, who disrupts a hearing may be excluded by the presiding office or by the board advisor.
    (f) hearings may be tape recorded or transcribed. If a recording or transcription is not made, the decision of the board must include a summary of the testimony and shall be sufficiently detailed to permit review by appellate bodies and by staff members in the Judicial Programs Office.
    (g) any party or the board advisor may challenge a board member on the grounds of personal bias. Board members may be disqualified upon majority vote of the remaining members of the board, conducted by secret ballot, [33] or by the Director of Judicial Programs.
    (h) witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of perjury, pursuant to part 9 (h) of this code.
    (i) prospective witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and the public shall be excluded during board deliberations.
    (j) the burden of proof shall be upon the complainant, who must establish the guilt of the respondent by a preponderance of the evidence. [34]
    (k) formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this code. The presiding officer of each board shall give effect to the rules of confidentiality and privilege, but shall otherwise admit all matters into evidence which reasonable

persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded. [35]

(l) respondents shall be accorded an opportunity to question those witnesses who testify for the complainant at the hearing.

(m) affidavits shall not be admitted into evidence unless signed by the affiant and witnessed by a University employee, or by a person designated by the Director of Judicial Programs.

(n) board members may take judicial notice of matters which would be within the general experience of University students. [36]

(o) board advisors may comment on questions of procedure and admissibility of evidence and will otherwise assist in the conduct of the hearing. Advisors will be accorded all the privileges of board members, and the additional responsibilities set forth in this code, but shall not vote. All advisors are responsible to the Director of Judicial Programs and shall not be excluded from hearings or board deliberations by any board or by the presiding officer of any board.

(p) the Director of Judicial Programs may appoint a special presiding officer to any board in complex cases or in any case in which the respondent is represented by an attorney. Special presiding officers may participate in board deliberations, but shall not vote. [37]

(q) a determination of guilt shall be followed by a supplemental proceeding in which either party and the board advisor may submit evidence or make statements concerning the appropriate sanction to be imposed. The past disciplinary record [38] of the respondent shall not be supplied to the board by the advisor prior to the supplementary proceeding.

### Representatives and Attorneys

33. Respondents or complainants participating in any disciplinary proceeding may be accompanied by a representative, who may be an attorney. [39] Parties who wish to be represented by an attorney in a disciplinary proceeding must so inform the Judicial Programs Office in writing at least two business days prior to the scheduled date of the proceeding. Advisors may not appear in lieu of respondents.

### Student Groups and Organizations

34. Student groups and organizations may be charged with violations of this code.

35. A student group or organization and its officers may be held collectively [40] or individually responsible when violations of this code by those associated with [41] the group or organization have received the tacit or overt consent or encouragement of the group or organization or of the group's or organization's leaders, officers, or spokesmen.

36. The officers or leaders or any identifiable spokesmen [42] for a student group or organization may be directed by the Vice Chancellor for Student Affairs or a designee to take appropriate action designed to prevent or end violations of this code by the group or organization or by any persons associated with the group or organization who can reasonably be said to be acting in the group's or organization's behalf. Failure to make reasonable efforts to comply with the Vice Chancellor's directive shall be considered a violation of part 9 (n) of this code, both by the officers, leaders or spokesmen for the group or organization and by the group or organization itself.

37. Sanctions for group or organization misconduct may include revocation or denial of recognition or registration, as well as other appropriate sanctions, pursuant to part 10 (f) of this code.

### Appeals

38. Any disciplinary determination resulting in expulsion or suspension [43] may be appealed by the respondent to the Senate Committee on Student Conduct. The Senate Committee shall also hear appeals from denials of petitions to void disciplinary records, pursuant to part 48 of this code.

39. Final decisions of residence boards, the Central Board and ad hoc boards, not involving the sanctions specified in part 38, may be appealed by the respondent to the Appellate Board. [44]

40. Requests for appeals must be submitted in writing to the Judicial Programs Office within seven business days from the date of the letter notifying the respondent of the original decision. Failure to appeal within the allotted time will render the original decision final and conclusive. [45]

41. A written brief in support of the appeal must be submitted to the Judicial Programs Office within ten business days from the date of the letter notifying the respondent of the original decision. Failure to submit a written brief within the allotted time will render the decision of the lower board final and conclusive. [46]

42. Appeals shall be decided upon the record of the original proceeding and upon written briefs submitted by the parties. De novo hearings shall not be conducted.

43. Appellate bodies may:

    (a) affirm the finding and the sanction imposed by the original board.

    (b) affirm the finding and reduce, but not eliminate, the sanction, in accordance with parts 44 and 44(a) of this code.

    (c) remand the case to the original board, in accordance with parts 44 and 44(b).

    (d) dismiss the case, in accordance with parts 44 and 44(c).

44. Deference shall be given to the determinations of lower boards: [47]

    (a) sanctions may only be reduced if found to be grossly disproportionate to the offense.

    (b) cases may be remanded to the original board if specified procedural errors or errors in interpretation of University regulations were so substantial as to effectively deny the respondent a fair hearing, or if new and significant evidence became available which could not have been discovered by a properly diligent respondent before or during the original hearing. [48] The decision of the lower board on remand shall be final and conclusive.

    (c) cases may be dismissed only if the finding is held to be arbitrary and capricious. [49]

(d) decisions of the Appellate Board shall be recommendations to the Director of Judicial Programs. [50] Decisions of the Senate Committee on Student Conduct shall be recommendations to the Vice Chancellor for Student Affairs.

45. The imposition of sanctions will normally be deferred during the pendency of appellate proceedings, in the discretion of the Director of Judicial Programs.

## Disciplinary Files and Records

46. Case referrals may result in the development of a disciplinary file in the name of the respondent, which shall be voided if the respondent is found innocent of the charges. [51] The files of respondents found guilty of any of the charges against them will be retained as a disciplinary record for three years from the date of the letter providing notice of final disciplinary action. [52] Disciplinary records may be retained for longer periods of time or permanently, if so specified in the sanction.

47. Disciplinary records may be voided [53] by the Director of Judicial Programs for good cause, upon written petition of respondents. Factors to be considered in review of such petitions shall include:

    (a) the present demeanor of the respondent.

    (b) the conduct of the respondent subsequent to the violation.

    (c) the nature of the violation and the severity of any damage, injury, or harm resulting from it.

48. Denials of petitions to void disciplinary records shall be appealable to the Senate Committee on Student Conduct, which will apply the standard of review specified in parts 44 and 44(c). The requirements for appeals as set forth in parts 40 and 41 shall be applicable. [54]

49. Disciplinary records retained for less than ninety days or designated as "permanent" shall not be voided without unusual and compelling justification. [55]

## Annotations

1. The University is not designed or equipped to rehabilitate or incapacitate persons who pose a substantial threat to themselves or to others. It may be necessary, therefore, to remove those individuals from the campus and to sever the institutional relationship with them, as provided in this code of conduct and by other University regulations.[a]

   Any punishment imposed in accordance with the code may have the value of discouraging the offender and others from engaging in future misbehavior. In cases of minor disciplinary violations, the particular form of punishment may also be designed to draw upon the educational resources of the University in order to bring about a lasting and reasoned change in behavior. The underlying rationale for punishment need not rest on deterrence or "reform" alone, however. A just punishment may also be imposed because it is "deserved" and because punishment for willful offenses affirms the autonomy and integrity of the offender. The latter concept was well expressed by D.J.B. Hawkins in his essay "Punishment and Moral Responsibility" in 7 Modern Law Review 205:

   > The vice of regarding punishment entirely from the points of view of reformation and deterrence lies precisely in forgetting that a just punishment is deserved. The punishment of men then ceases to be essentially different from the training of animals, and the way is open for the totalitarian state to undertake the forcible improvement of its citizens without regard to whether their conduct has made them morally liable to social coercion or not. But merit and demerit, reward and punishment, have a different significance as applied to men and as applied to animals. A dog may be called a good dog or a bad dog, but his goodness or badness can be finally explained in terms of heredity and environment. A man, however, is a person, and we instinctively recognize that he has a certain ultimate personal responsibility for at least some of his actions. Hence merit and demerit, reward and punishment, have an irreducible individual significance as applied to men. This is the dignity and the tragedy of the human person.

   A similar view was expressed by Justice Powell, dissenting in **Goss v. Lopez** (42 L. Ed. 2d 725, 745):

   > Education in any meaningful sense includes the incalcation of an understanding in each pupil of the necessity of rules and obedience thereto. This understanding is no less important than learning to read and write. One who does not comprehend the meaning and necessity of discipline is handicapped not merely in his education but throughout his subsequent life. In an age when the home and church play a diminishing role in shaping the character and value judgements of the young, a heavier responsibility falls upon the schools. When an immature student merits censure for his conduct, he is rendered a disservice if appropriate sanctions are not applied . . .

2. An effort is made in the code to use a simplified numbering and lettering system, without use of Roman numerals or subsets of letters and numbers. Any part of the code can be found by reference to one number and one letter (e.g. part 10(a) explains the meaning of expulsion).

3. Culpable conduct should include conscious acts posing a substantial risk of harm to others (e.g. throwing a heavy object out a tenth floor window above a sidewalk). If the act itself, however, is unintended (e.g. one is distracted by a noise while climbing a flight of stairs and drops a heavy object) the individual may have failed to use reasonable care, but is not normally deserving of the moral stigma associated with a "conviction" for a disciplinary offense.

4. Former students may be charged for violations which allegedly occurred during their enrollment at the University.

5. Colleges and Universities are not expected to develop disciplinary regulations which are written with the scope or precision of a criminal code. Rare occasions may arise when conduct is so inherently and patently

dangerous to the individual or to others that extraordinary action not specifically authorized in the rules must be taken.

6. The terms "suspension" and "interim suspension" are to be distinguished throughout the code and are not interchangeable.

7. Disciplinary removal from University housing should be distinguished from administrative removal for violations of the residence contract. The latter does not leave students with a disciplinary record and does not come under the purview of this code.

8. The standard set forth here represents the minimal procedural protection to be accorded to students charged with most disciplinary violations. Students who are subject to lengthy suspensions or to expulsion may be entitled to more formal procedures, including a hearing with a right to cross-examine the witnesses against them. **Goss v. Lopez** 419 U.S. 565 (1975).

9. The Supreme Court has recently rejected the theory that state schools are bound by principles of federal administrative law requiring agencies to follow their own regulations. **Board of Curators, University of Missouri v. Horouitz** 55 L. Ed 2d 124, 136. See, generally, "violations by Agencies of Their Own Regulations" 87 Harvard Law Review 629 (1974).

10. Respondents in disciplinary proceedings may be directed to answer questions concerning their conduct. Students who refuse to answer on grounds of the Fifth Amendment privilege may be informed that the hearing panel could draw negative inferences from their refusal which might result in their suspension or dismissal. If the student then elects to answer, his statements could not be used against him in either state or federal court. **Garrity v. New Jersey** 385 U.S. 493 (1967). See also **Furutani v. Ewigleben** 297 F. Supp. 1163 (N.D. cal. 1969)

11. The "controlled substances" or "illegal drugs" prohibited in this section are set forth in Schedules I through V in Article 27, part 279 of the **Annotated Code of Maryland.**

12. Colleges and Universities should be a forum for the free expression of ideas. In the recent past, however, unpopular speakers have been prevented from addressing campus audiences by students who effectively "shouted them down." Both Yale and Stanford Universities have treated such actions (which are to be distinguished from minor and occasional heckling) as serious disciplinary violations. See the "Report from the Committee on Freedom of Expression at Yale University" which is available in the Judicial Programs Office.

    The following language from the Yale report may be used to elaborate upon the intent and scope of part 9(k) of this code:

    1. "There is no right to protest within a University building in such a way that any University activity is disrupted. The administration, however, may wish to permit some symbolic dissent within a building but outside the meeting room, for example, a single picket or a distributor of handbills"
    2. "(A) member of the audience may protest in a silent, symbolic fashion, for example, by wearing a black arm band. More active forms of protest may be tolerated such as briefly booing, clapping hands or heckling. But any disruptive activity must stop (and not be repeated) when the chair or an appropriate University official requests silence.
    3. "Nor are racial insults or any other 'fighting words' a valid ground for disruption or physical attack... The banning or obstruction of lawful speech can never be justified on such grounds as that the speech or the speaker is deemed irresponsible, offensive, unscholarly, or untrue."

13. A compilation of published regulations which have been reviewed and approved by the Vice Chancellor shall be available for public inspection during normal business hours in the Judicial Programs Office.

14. The "controlled substances" or "illegal drugs" prohibited in this section are set forth in Schedules I through V in Article 27, part 279 of the **Annotated Code of Maryland.**

15. This part and parts twelve and thirteen represent an attempt to give needed guidance to those who are assessing penalties. Moreover, the direction of the guidance is toward imposition of more severe disciplinary sanctions in serious cases. Nonetheless, the language concerning "mitigating factors" is broad enough to give decision makers considerable leeway to "do justice", depending upon the facts in each case. The burden of establishing facts in mitigation should, of course, be upon the respondent.

16. There does not seem to be any rational basis for imposing less severe penalties for attempts than for completed violations. The authors of the **Model Penal Code,** for example, have written that:

    > To the extent that sentencing depends upon the antisocial disposition of the actor and the demonstrated need for a corrective action, there is likely to be little difference in the gravity of the required measures depending on the consummation or the failure of the plan.

    See LaFave, **Criminal Law Treatise** p. 453.

17. These procedures are analagous to those found in the "emergency" disciplinary rules adopted by the Board of Regents in 1971 and are consistent with the formal opinion of the Maryland Attorney General on this subject, dated January 23, 1969. See also **Goss v. Lopez**, 419 U.S. 565 (1975).

    Nothing in this provision would prohibit the Vice Chancellor from modifying the terms of an interim suspension, so long as the hearing requirement specified in part 16 was met. For example, a suspended student might be allowed to enter University premises solely for the purpose of attending classes.

18. Staff members in the Judicial Programs Office should endeavor to arrange a balanced presentation before the various judicial boards and may assist both complainants and respondents.

19. This language does not effect any change in present policy concerning the powers of judicial boards. The current **Undergraduate Catalog** provides at page 22 that the "functions" of the Judicial Programs Office include "reviewing and/or approving the recommendations of the boards . . ." All board decisions,

including those rendered by Conference Boards, shall be treated as recommendations.

20. See annotation one, supra. The deterrent effect of punishment is diminished if the community is unaware of the number and general nature of sanctions imposed. The Director of Judicial Programs may, for example, arrange for publication of the statistical report in the campus press each semester.

21. Boards established pursuant to this section might include modified versions of the present "Greek" or residence hall boards.

22. It is intended that a quorum will consist of three members (out of five). The authority to appoint ad hoc boards should be broadly construed and might be especially useful, for example, when a judicial board or the Senate Committee is charged with hearing a case involving one of its own members. The final determination as to whether a panel is "unable to hear a case" should be within the discretion of the Director of Judicial Programs.

23. The power of confirmation represents a significant grant of authority to the Senate Committee. The committee is presently underutilized and might best contribute to the judicial system by becoming more intimately involved with it. Moreover, confirmation procedures will give committee members direct contact with board members and will also allow the committee to exercise more control over the quality of Judicial Board decisions.

24. Proposed bylaws must be submitted to the Attorney General for review.

25. It could be a public embarassment for the University to have a student charged with or convicted of a serious crime sit in judgment over other students in disciplinary proceedings. The various state criminal codes are usually so broad and archaic, however, that automatic suspension or removal should not result from any violation of any law (e.g., New York makes it a criminal misdeameanor for anyone "to dance continuously in a dance contest for twelve or more hours without respite").

26. Case referrals should not be limited to members of the "campus community." A student who assaults another person on campus should not escape University judicial action merely because the person assaulted was a visitor (or, as in a recent case, a former student who had just withdrawn from the University.)

27. The Director of Judicial Programs may appoint a trained volunteer from the campus community to serve as the complainant. It would be preferable, however, to employ a "community advocate" to present all disciplinary cases.

    Several measures in the code are designed to restore balance in disciplinary proceedings, even in those cases in which the complainant is inexperienced with administrative adjudication:

    (a) a hearing officer may be appointed in complex or serious cases. See part 32(p).

    (b) the role of attorneys or advisors may be restricted. See part 33 and annotation 39.

    (c) the "disciplinary conference" procedure is designed to eliminate adversary proceedings in minor cases. See parts 30-31 and annotation 29.

28. Staff members may consider the mitigating factors specified in part 11 to determine the permissible sanction to be imposed if the respondent is found guilty of charges. For example, a student involved in a minor altercation might be charged pursuant to part 9(a), but referred to a disciplinary conference, thereby precluding the possibility of expulsion or suspension for the alleged misconduct.

29. The hearing procedures specified at part 32 need not be followed in disciplinary conferences. Instead a disciplinary conference would normally consist of an informal nonadversarial meeting between the respondent and a staff member in the Judicial Programs Office. Complainants would not be required to participate, unless their personal testimony was essential to the resolution of a dispositive factual issue in the case. Documentary evidence and written statements could be relied upon, so long as the respondent was given access to them in advance and allowed to respond to them at the conference. Resondents would also be allowed to bring appropriate witnesses with them and might be accompanied by a representative, who may participate in discussions, although not in lieu of participation by the respondent.

    The conference procedure is designed to reduce the steady growth of unnecessary legalism in disciplinary proceedings. The worst features of the adversary system (including the concept that judicial proceedings are a "contest" to be "won" by clever manipulation of procedural rules) undermine respect for the rule of law. Colleges and universities can and should be a testing ground for development of carefully reasoned alternatives to current procedural excesses in the larger society.[b]

    Procedures comparable to the disciplinary conference (referred to as "structured conversations") are suggested by David L. Kirp in his 1976 Stanford Law Review article "Proceduralism and Bureaucracy: Due Process in the School Setting" 38 Stanford Law Review 841:

    > The benefits of such conversations in the school setting may better be appreciated by contrasting them with the typical due process hearing. Hearings are designed to determine the facts of a particular controversy, and apply predetermined rules to the facts thus found. At that point, the function of the hearing is at an end. The wisdom of the underlying substantive rules has no relevance, nor is broader discussion of grievances generally encouraged, unless it is somehow pertinent to the dispute at hand.
    >
    > Conversation knows no such limits. It too serves as a vehicle for resolving what are likely to be factually uncomplicated disputes, but it does more than that. It enables students to feel that they are being listened to and may encourage them to raise underlying grievances. It provides administrators with a relatively inexpensive vehicle for monitoring, and hence a basis for reshaping institutional relationships. The outcome of these

'orderly thoughtful conversations may well be decisions different in their particulars from what might otherwise have been anticipated; repeated conversations which touch upon similar student grievances may ultimately lead disciplinarians to reassess whether control is so vital, and collaboration so improbable, as a means of assuring institutional order.

The Conference procedure would not be used in any case which might result in any form of separation from the University. Accordingly, the procedure appears to meet or exceed the due process requirements set forth by the United States Supreme Court for cases involving suspensions of ten days or less. In **Goss v. Lopez** the Court held:

> we stop short of construing the Due Process Clause to require, countrywide, that hearings in connection with short suspensions must afford the student the opportunity to secure counsel, to confront and cross-examine witnesses supporting the charge, or to call his own witnesses to verify his version of the incident. Brief disciplinary suspensions are almost countless. To impose in each such case even truncated trial-type procedures might well overwhelm administrative facilities in many places and, by diverting resources, cost more than it would save in educational effectiveness. Moreover, further formalizing the suspension process and escalating its formality and adversary nature may not only make it too costly as a regular disciplinary tool but also destroy its effectiveness as part of the teaching process.
>
> On the other hand, requiring effective notice and an informal hearing permitting the student to give his version of the events will provide a meaningful hedge against erroneous action. At least the disciplinarian will be alerted to the existence of disputes about facts and arguments about cause and effect. He may then determine himself to summon the accuser, permit cross-examination, and allow the student to present his own witnesses. In more difficult cases, he may permit counsel. In any event, his discretion will be more informed and we think the risk of error substantially reduced (42 L. Ed. 2d 725, 740).

30. The case file consists of materials which would be considered "education records", pursuant to the Family Educational Rights and Privacy Act. Personal notes of University staff members or complainants are not included.
31. Determinations made in accordance with parts 30 and 31 are not appealable.
32. Internal subpoenas may be desirable, since cases have arisen in which complainants or respondents were unable to present an effective case due to the indifference and lethargy of potential witnesses. A student who refuses to respond to a subpoena may be charged with a violation of part 9(n) of the code.

    The Director of Judicial Programs should not approve a subpoena unless the expected testimony would be clearly relevant. Likewise, a subpoena designed to embarrass or harass a potential witness should not be authorized.

    The subpoena power specified here is not designed to reach documents or other materials.
33. Board members should be disqualified on a case by case basis only; permanent removal should be accomplished in accordance with Part 25. Board members should not be readily disqualified. The term "personal bias" involves animosity toward a party or favoritism toward the opposite party. See, generally, Davis, **Administrative Law Treatise** "Bias" Section 12.03.
34. See **Bernstein v. Real Estate Commission** 221 Md. 221 (1959), which established the "preponderance" standard for state administrative proceedings.
35. Testimony containing hearsay may be heard, if relevant. A final determination should not be based on hearsay alone.
36. Every statement or assertion need not be proven. For example, board members may take notice that many students commute to the University.
37. Student presiding officers are often at a disadvantage when the respondent is represented by an attorney. The proceedings might progress more rapidly and efficiently if a special presiding officer were appointed. Generally, a staff member in the Judicial Programs Office would be selected for such a responsibility, although other University employees with legal training might also be called upon.
38. Information pertaining to prior findings of disciplinary and residence hall violations might be reported, as well as relevant criminal convictions. Prior allegations of misconduct should not be disclosed.
39. A disciplinary hearing at the University is not analogous to a criminal trial. The presiding officer and the board advisor are authorized to exercise active control over the proceedings in order to elicit relevant facts and to prevent the harassment or intimidation of witnesses. No party or representative may use threatening or abusive language, engage in excessive argumentation, interrupt the proceedings with redundant or frivolous objections, or otherwise disrupt the hearing.

    Students have not been determined to have a constitutional right to full legal representation in University disciplinary hearings. The privilege of legal representation, granted in this part, should be carefully reviewed in any subsequent revision of the code.
40. Punishment of one or several individuals for the acts of others should be avoided if the identities of the specific offenders can be readily ascertained.
41. Association does not require formal membership. Individuals who might reasonably be regarded as regular participants in group or organization activities may be held to be associated with the group or organization.
42. Leaders or spokesmen need not be officially designated or elected. For example, if a group or organization accepted or acquiesced in the act or statement of an individual associated with it, that individual might reasonably be regarded as a leader or a spokesman for the group or organization.

43. "Suspension" includes deferred suspension but not interim suspension or suspension which is withheld. See annotation six.

44. Students left with a disciplinary record after a disciplinary conference may request that their record be voided, in accordance with part 47. Denials may be appealed, pursuant to part 48.

45. The decision will be "final and conclusive" on the part of the judicial board, but will remain a recommendation to the Director of Judicial Programs.

46. This part is intended to discourage frivolous appeals. Respondents who are genuinely interested in pursuing an appeal can reasonably be expected to prepare a written brief.

47. Appellate bodies which do not give deference (i.e., a presumption of validity) to lower board decisions will distort the entire disciplinary system. Respondents would be encouraged to "test their strategy" and "perfect their technique" before lower boards, since the matter would simply be heard again before a "real" board with final authority.

    Lower board members usually have the best access to the evidence, including an opportunity to observe the witnesses and to judge their demeanor. Members of appellate bodies should be expecially careful not to modify a sanction or to remand or dismiss a case simply because they may personally disagree with the lower board's decision.

    The opportunity to appeal adverse decisions has not been determined to be a requirement of constitutional "due process" in student disciplinary cases.[c] There is presently no legal obstacle to adopting an amendment to the code which would eliminate the appellate system altogether.

48. Respondents who obtain information at the hearing which might lead to new evidence are required to request an adjournment rather than wait to raise the matter for the first time on appeal.

49. An arbitrary and capricious decision would be a decision "unsupported by any evidence." The cited language has been adopted by the Federal Courts as the proper standard of judicial review, under the due process clause, of disciplinary determinations made by the state boards or agencies. See **McDonald v. Board of Trustees of the University of Illinois** 375 F. Supp. 95, 108 (N.D. I11, 1974).

50. See annotation 19.

51. Voided files will be so marked, shall not be kept with active disciplinary records, and shall not leave any student with a disciplinary record.

52. Disciplinary records may be reported to third parties, in accordance with University regulations and applicable state and federal law.

53. Void records shall be treated in the manner set forth in annotation 51.

54. The scope of review shall be limited to the factors specified at part 47. An inquiry into the initial determination of guilt or innocence is not permitted. For example, when considering the "nature" of the violation, pursuant to part 47(c), it is to be assumed that the violation occured and that the respondent was responsible for it.

55. Some discretion must be retained to void even "permanent" disciplinary records. It may be unnecessary, for example, to burden a graduating senior with a lifelong stigma for an act committed as a freshman. Social norms also change rapidly. "Unacceptable" conduct in one generation may become permissable and commonplace in the next.

[a] See the procedures for mandatory medical withdrawal developed by the Vice Chancellor for Student Affairs.

[b] See Macklin Fleming, **The Price of Perfect Justice:**

> In our pursuit of . . . perfectibility, we necessarily neglect other elements of an effective procedure, notably the resolution of controversies within a reasonable time at a reasonable cost, with reasonable uniformity . . . we impair the capacity of the legal order to achieve the basic values for which it was created, that is,to settle disputes promptly and peaceably,to restrain the strong, to protect the weak, and to conform the conduct of all to settled rules of law.

[c] See the due process standard set forth in **Dixon v. Alabama** 294 F. 2d 150, 158-159 (Fifth Cir., 1961), Cert. den. 368 U.S. 930.

## A. Policy On Amplifying Equipment

**(As adopted by University Senate, June 2, 1970)**

1. Public address systems, loudspeakers and other forms of sound amplifying equipment may be used in any of the following outdoor areas of the campus:

(a) Physical education and intramural field between University Boulevard and parking area 1.

(b) North Mall between Campus Drive and Washington-Baltimore Boulevard.

(c) South Mall between Regents Drive and Washington-Baltimore Boulevard.

(d) Athletic practice fields east of Byrd Stadium.

2. The use of public address systems, loudspeakers and other forms of sound amplifying equipment must be restricted in the Central Mall area between 8 a.m. and 6 p.m. on class days in order to minimize the likelihood of disturbing classes and other academic activities. However, such equipment may be used in the Central Mall during these hours if the procedures outlined below are followed. All equipment used in Central Mall must be secured through the Office of the Director of the Physical Plant or through the S.G.A. office.

(a) Public address systems, loudspeakers and other forms of sound amplifying equipment (except in "b" below), must be secured from the Office of the Director of Physical Plant, South Administration Building, by requesting such equipment in writing at least twelve (12) hours in advance. Any University student or organization which fulfills the following requirements will be permitted to use the amplifying equipment.

(1) An individual must be currently enrolled as a student, part-time or full-time, at the University or currently employed by the University.

(2) Any organization or activity must have been recognized by the SGA Legislature and must at the time of the request have official recognition as a University organization or activity.

(b) Bullhorns will be available upon surrender of the I.D. card, in the SGA office and in the Office

of the Director of the Physical Plant. Bullhorns secured in this manner may be used on the Central Mall without prior permission. Any individual may use only one bullhorn at a time.

3. Public address systems, loudspeakers and other forms of sound amplifying equipment may be used in outdoor areas of the campus other than those listed above (sections 1 and 2) by securing approval in writing at least 5 days in advance from the Facilities Use Committee by application to the Office of the Director of the Physical Plant. Approval will be granted for use of amplifying equipment in these areas only if there is a high probability that the planned activity will not disrupt or disturb other University activities or if the area has not been previously reserved. Permission will be granted to use amplifying equipment in the vicinity of residence halls only upon specific written request of the student government of the residence halls affected.

4. Individual students or organizational representatives using amplifying equipment must accept responsibility for any complaints or disturbances or disruption received from persons in University academic and/or residence buildings.

## B. Policy On Demonstrations

**(As adopted by University Senate, June 2, 1970)**

1. *General Statement*

a. The University of Maryland cherishes the right of individual students or student groups to dissent and to demonstrate, provided such demonstrations do not disrupt normal campus activities, or infringe upon the rights of others.

b. On the other hand, the University will not condone behavior which violates the freedom of speech, choice, assembly, or movement of other individuals or groups. In short, responsible dissent carries with it a sensitivity for the civil rights of others.

c. Accordingly, the University will take whatever steps it deems necessary to

(1) protect the right of any individual or group to demonstrate and publicly proclaim any view, however unpopular;

(2) protect the freedom of speech, assembly and movement of any individual or group which is the object of demonstrations.

To achieve the foregoing objectives the following guidelines have been developed for operation at College Park:

II. *Guidelines For General Demonstrations*

a. Unscheduled demonstrations, "teach-ins," rallies, or equivalent activities may be held by recognized university organizations and activities, full or part-time students, and current employees of the University in the areas defined below provided that the activity does not interfere with any function for which that space has been reserved in advance.

1. The Central Mall
2. Physical education and intramural field between University Boulevard and parking area 1.
3. Athletic practice fields east of Byrd Stadium.
4. North Mall between Campus Drive and Washington-Baltimore Boulevard.
5. South Mall between Regents Drive and Washington-Baltimore Boulevard.

All activities in these areas must be conducted so as to avoid interference with the regularly scheduled functions of the library and/or classrooms adjacent to the area and in compliance with the provisions contained in IIg, 1-8.

Failure to reserve space will not invalidate the privilege of conducting the appropriate activity. However, in the event of two or more groups desiring to use a given space, an approved space reservation will take precedence over an unscheduled activity. If two or more groups desire a space when no reservation has been made, the first come, first served principle will apply.

b. Recognized University organizations and activities, full or part-time students, and current employees of the University who wish to schedule a demonstration, "teach-in," rally, or equivalent activity, may request the space through the facilities reservation procedure up to 24 hours in advance. Demonstrations will be permitted in the locations outlined in IIa, above, unless the space has previously been reserved or is in use for academic activities or intercollegiate athletic team practices. Demonstrations may be held at other locations on the campus subject to approval by the Vice Chancellor for Student Affairs. Students who participate in demonstrations which have not been approved may be considered in violation of University policy. (Except as provided in IIa, above.)

c. Demonstrations, rallies, or "teach-ins" may be conducted in or adjacent to any residential building with the specific written concurrence of the student government of the unit or area concerned. Any such rallies, demonstrations or "teach-ins" which may be authorized by the appropriate student government must conform to the general procedures contained in IIg. 1-8.

d. Demonstrations in the form of parades on streets may be conducted with the specific approval of route and time secured 48 hours in advance from the University Public Safety and Security Office.

e. Although groups may sponsor or organize demonstrations, rallies, "teach-ins," or picketing activities, the fact of group sponsorship or organization in no way relieves individuals of the responsibility for their own conduct, and each individual participating in such activities is accountable for compliance with the provisions of this policy.

f. Persons not members of the University student body, faculty or staff may participate in demonstrations, rallies, picketing, teach-ins or equivalent activities only upon invitation by a bona fide student, faculty or staff member. All non-students are obligated to the terms of this policy during participation in such activities. Since persons not students, faculty or staff members are not subject to University discipline procedures, failure to comply with terms of this policy may result in action under terms of appropriate Maryland law.

g. In addition to the above provisions, the following guidelines will apply to all demonstrations.

1. Reasonable access to and exit from any office or building must be maintained. The right-of-way on public streets and sidewalks will be maintained.
2. Demonstrators will not attempt to force the cancellation or interruption of any event sponsored by a University office or by a faculty or student group or by any group authorized to use University facilities.
3. Classes or other educational activities in classroom buildings and the library will not be disrupted.
4. The use of public address systems, loudspeakers, etc., in the vicinity of academic and residence buildings will follow procedures set forth above.
5. Demonstrations may be carried on inside of the University buildings only as provided in Sections IIc and 4 or with approval of the Facilities Use Committee as outlined in the University General and Academic Regulations.
6. Where an invited speaker is the object of protest, students and faculty may demonstrate *outside* the building where the lecture will take place. Demonstrators who wish to enter the build-

ing must do so as members of the audience and must give the speaker a respectful hearing. Signs, placards or other paraphernalia associated with a demonstration will not be carried into the building.

7. University property must be protected at all times.

8. The safety and well-being of members of the University community collectively and individually must be protected at all times.

h. Complaints received from users of the Library or classrooms adjacent to the defined areas (IIa.) will be grounds for disciplinary action against individuals and/or groups sponsoring or participating in rallies, "teach-ins" or demonstrations in these areas.

III. *Guidelines For Demonstrations In Connection With Placement Programs*

a. Anyone wishing to question or protest the on-campus presence of any recruiting organization should contact the Director of the Career Development Center or his representative in advance.

b. Should any member of the University Community wish to discuss or protest the *internal policies* of any recruiting organization, the Director of the Career Development Center must be contacted for assistance in communicating directly with the appropriate representatives of said organization.

c. All sales cease promptly at 2:00 a.m.

d. No person judged to be intoxicated by the sales attendant or his supervisor may be served any alcoholic beverage.

e. Maintenance of reasonable order and decorum with special concern for the avoidance of becoming a nuisance to non-participants, including both on-campus and off-campus communities.

5. When alcoholic beverages are to be sold or are obtained from a distributor, a license is required and specific written approval for the event must be obtained from the Office of Campus Activities. The Office of Campus Activities may in some instances require approval from the Concessions Committee.

6. Appropriate planning and implementation for the event involving the sale of alcoholic beverages includes: The securing of a license from the Board of License Commissioners, in Hyattsville, at least five days before an event. An approved Space Reservation form must accompany the request for the license. Acquisition of a license will legally place on the person signing the license application, the responsibility for adherence to all the provisions of applicable laws during the event.

**Exceptions to this Policy**

Private functions not involving the sale of alcoholic beverages; and functions sponsored by non-campus groups contracting with the campus self-support agencies for facilities and services are specific exceptions from these procedures. Permission to serve alcoholic beverages must be obtained from the person or the department responsible for the operation of the facility.

**Violations**

Failure to comply with the University policy or State and County alcoholic beverage laws may result in judicial action and restriction on further use of University facilities. Violations of State and County laws will be reported to the appropriate civil authorities.

c. Demonstration guidelines outlined in Section IIg. 1-8 are applicable.

d. Demonstrations in conjunction with placement programs conducted in the Career Development Center's Terrapin Hall facility or other facility shall be considered not to infringe upon the rights of others and the normal functioning of placement programs provided that demonstrations are conducted outside of the facility and do not interfere with free and open access to the Career Development Center facilities by those students, faculty, staff, and visitors who wish to conduct business within the framework of established placement programs.

IV. *Special Guideline Pertaining to the Student Union*

a. No demonstrations, rallies, "teach-ins" or equivalent activities may be held in the lobbies or corridors of the Student Union.

b. Demonstrations may be held in assigned rooms of the Student Union by recognized student organizations following procedures for reserving space which have been outlined by the Student Union Board.

V. *Guidelines For Picketing*

a. Legal Rights and Limitations.

Orderly picketing is a legally established form of expression which recognizes the individual's right of free expression subject only to such reasonable limitations as are imposed by State legislation and University regulations. These limitations are intended to protect the rights of the picketer, the student body and the public with particular concern for safety, preservation of normal academic life and order, and the protection of persons and property.

b. Conduct of Picketers.

1. Picketers are subject to those regulations listed above in Section II, g, 1-8.

2. Picketers will not disrupt any University activity by making excessive noise in the vicinity of any University building.

3. The University Health Service is off-limits to picketers because special silence and other welfare and safety factors are involved.

## C. Alcoholic Beverage Policy and Procedures

*Information contained in this section subject to change pending legislation.*

**Policy**

Regulations forbid unauthorized possession, use or distribution of alcoholic beverages on or in University property. University policy is consistent with State and County laws and restricts *on-Campus* use of alcoholic beverages in specified areas.

**Policies Specific to an Event**

1. Alcoholic beverages may not be possessed, consumed, or distributed on the campus except where written approval has been obtained for the event.

2. The event must be sponsored by a recognized alumni, faculty/staff, or student group, and be duly registered with the appropriate space reservation office.

4. All applicable State, County, and local alcoholic beverage and tax laws must be accommodated. Sponsor or event manager shall insure the following:

a. No one under the age of 18 shall be served or sold alcoholic beverages of any kind.

b. No one under the age of 21 shall be served or sold liquor.

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Coordinator/Editor
Sarita L. Maybin

Layout and Graphic Design
Kathleen Dugan

## Equal Opportunity

The University of Maryland is an equal opportunity institution with respect to both education and employment. The University's policies, programs, and activities are in conformance with pertinent federal and state laws and regulations on non-discrimination regarding race, color, religion, age, national origin, sex, and handicap. Inquiries regarding equal educational opportunity, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, or related grievances and complaints should be directed to the appropriate individual designated below.

Yolande W. Ford, Director
Office of Human Relations
University of Maryland
Room 1114, Main Administration Building
College Park, MD 20742

for Title IX and Equal Education Opportunity

Jack T. Roach
Campus Coordinator
University of Maryland
Room 1109, Main Administration Building
College Park, MD 20742

for Section 504